

FL-881

Panther Pride Cadet Guide

Developing leadership, followership and teamwork.
Demonstrating discipline and personal responsibility.



Dr. Phillips High School
Air Force JROTC

Jan 2018

MISSION

The mission of Air Force JROTC is to develop citizens of character dedicated to serving their nation and community.

HONOR CODE

I will not lie, cheat or steal, nor tolerate those who do.

CORE VALUES

Integrity First

Service Before Self

Excellence in All We Do

AIR FORCE SONG

Off we go into the wild blue yonder,

Climbing high into the sun.

Here they come, zooming to meet our thunder,

At 'em boys, give 'er the gun!

Down we dive, spouting our flames from under,

Off with one hell-of-a-roar!

We live in fame or go down in flame.

Nothing will stop the U.S. Air Force!

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CHAPTER 1: HISTORY, MISSION AND OBJECTIVES

1. HISTORY

Air Force Junior Reserve Officer Training Corps (JROTC) can track its heritage to a program founded in 1911 in Cheyenne, Wyoming, by Army Lt Edgar R. Steevers. Lieutenant Steevers was assigned as an inspector-instructor of the organized military of Wyoming. During his assignment, he envisioned a non-compulsory cadet corps comprised of high school students. His program was aimed toward making better citizens.

The National Defense Act of 1916 authorized a junior course for non-college military schools, high schools and other non-preparatory schools. The Army implemented JROTC in 1916. Public Law 88-647, commonly known as the ROTC Vitalization Act of 1964, directed the secretaries of each military service to establish and maintain JROTC units for their respective services. The first Air Force JROTC programs were opened in 1966.

The “purpose of Junior Reserve Officer Training Corps [is] to instill in students in United States secondary educational institutions the value of citizenship, service to the United States, personal responsibility, and a sense of accomplishment.” (*10 USC Sec 2031*)

Air Force JROTC (AFJROTC) is a continuing success story. From a modest beginning of 20 units in 1966, AFJROTC has grown by leaps and bounds. The AFJROTC program enrolls approximately 102,000 cadets, employs more than 1,700 instructors and operates units in 48 states, the District of Columbia, Puerto Rico, Italy, Germany, Belgium, Netherlands, United Kingdom, Japan, Korea, and Guam. The AFJROTC program positively influences our country by helping one student at a time. Comprised solely of active duty Air Force retirees, the AFJROTC instructor force is helping to form tomorrow’s nation by educating proud and patriotic cadets—**tomorrow’s leaders**.

Our unit, FL-881, Dr. Phillips High School, was established 1 August 1988.

2. MISSION AND OBJECTIVES

The mission of AFJROTC is to **develop citizens of character dedicated to serving their nation and community**. AFJROTC offers positive role models, a place to belong, excel, and be rewarded. Additionally, AFJROTC stresses and teaches the important values of citizenship, self-esteem, self-respect, service to community, pride in belonging, self-discipline, and personal, family and social responsibility. Cadets have a positive educational experience in which they are encouraged to graduate and pursue higher educational opportunities. A strong message of saying “**NO**” to drugs is part of the program.

There are several advantages for AFJROTC graduates who voluntarily pursue military service after high school graduation. For example, if the student chooses to enlist in the military, they **may** qualify for advanced enlistment. AFJROTC cadets also have additional opportunities to pursue service academy appointments and college ROTC scholarships not available to other college applicants.

CHAPTER 2: GRADING PROCEDURES

NOTE: This is a general overview of the grading procedures. See the respective Aerospace Science Course Syllabus for the current school year for current guidance.

This course will follow the standards of the United States Air Force JROTC Program and Orange County Public Schools. In addition, cadets will meet the personal grooming, appearance and haircut standards; meet the established standards of attitude, behavior, and courtesy; maintain an acceptable standard of academic and leadership achievement; and respond positively to cadets assigned to leadership positions within the cadet corps.

Grades from the Aerospace Science portion of the course count 40% of the AFJROTC final grade. The Leadership Education portion of the grade counts 40% of the final grade. The Wellness portion of the program counts for the remaining 20% of the final grade.

Grades will be computed in accordance with standard district grading policy.

MAJOR GRADES	DAILY GRADES
Uniform Wear	Class Attendance, Preparation & Participation
Tests	Quizzes
CIA Field Trips, Unit Activities, Special Events	Homework/Classwork/Bellwork

GRADING SCALE: As set by the Orange County School Board:

<u>Grade</u>	<u>Percentage Required</u>
A	90 and above
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below

UNIFORM WEAR: Uniform wear is a large part of the Air Force JROTC program. ALL cadets are required to wear the appropriate “Blues” each **Wednesday, from the start of the school day until released.** Make-up day for excused absences on uniform day is the first day of return, **without a reminder.**

NOTE: If you do not wear the uniform from the start of the school day until school is released (Changing into/out of uniform throughout the school day), you will be given a “0” (zero) grade for that uniform day.

Cadets are required to wear their issued **Physical Training (PT) uniforms** on **Fridays during their class period**, unless otherwise directed. You will be issued a Panther Pride T-shirt and FL-881 gym shorts. You have to provide a pair of **ATHLETIC** shoes. To receive full credit for your weekly PT grade, you must wear the T-shirt, shorts **AND** athletic shoes. The PT uniform, or sometimes just the T-shirt, may be worn, when appropriate, for other unit events or activities, to include community service projects.

NOTE: Failure to turn in uniforms by the end of the course/year will result in a financial obligation being submitted.

HABITUAL NON-WEAR OF THE UNIFORM AND FAILURE TO MAINTAIN STANDARDS WILL RESULT IN A FAILING GRADE AND DISMISSAL FROM THE PROGRAM.

TESTS: Tests will be a comprehensive assessment of all material taught since the last test. These tests will cover the concepts taught in any portion (AS, LE, Wellness) of the AFJROTC curriculum.

CURRICULUM IN ACTION (CIA) FIELD TRIPS: Throughout the year, cadets will have opportunities to participate in school-sponsored activities that serve as an extension of the AFJROTC curriculum. Some of these trips are for a grade and may include, but are not limited to, the Orlando Veteran’s Day Parade and the Military Ball. Cadets must be in good academic and disciplinary standing to participate.

CLASS ATTENDANCE, PREPARATION AND PARTICIPATION: Today’s workforce does not earn a paycheck unless they show up ready for work. Cadets earn grades commensurate with their class participation

and effort. Cadets who are not present or prepared cannot participate fully in class. This is especially key to drill and physical fitness. Class preparation includes cadet adherence to proper grooming standards as outlined in the Air Force Instruction and school dress code.

HOMEWORK/CLASSWORK/BELLWORK: Assignments are due at the beginning of the class period, unless otherwise directed or the cadet has an excused absence that day. For excused absences, the assignment will be due on the next class day that the cadet is present. Assignments not turned in on the due date because of an unexcused absence will receive a “0” (zero) grade for that assignment.

CHAPTER 3: CLASSROOM PROCEDURES

1. ROLL CALL

- b. Cadets will enter the classroom quietly and go to their seats. They will place books and backpacks under the desk. Cadets may talk quietly in the vicinity of their seat until the tardy bell rings.
- c. When the **tardy bell** rings, the Squadron Commander will call the room to “**Attention**,” then will give the command “**Parade Rest**”. The respective Flight Chiefs will start calling roll. When the cadet’s name is called, they will come to the position of “**Attention**” and answer “Here Sir/Ma’am”, regardless of the Flight Chief’s relative rank. After the next cadet’s name is called, they will return to the position of “**Parade Rest**”.
- d. When roll is complete, the Squadron Commander will call the squadron to “Attention”. The respective Flight Chiefs will report in to the Squadron Commander by saluting and saying: “Sir/Ma’am, all cadets are present and/or accounted for.” Then the Squadron Commander will report in to the SASI/ASI in the same manner. Once the SASI/ASI has returned the salute, the class will be given further instructions.
- e. **Tardy cadets will enter quietly and assume the position of parade rest near the door.** When recognized by the Squadron Commander, class leader or instructor, the tardy cadet will assume the position of attention and follow the directions given by the class leader or instructor.

2. DISMISSAL

- a. When the **End-of-Class** bell rings, or at the signal of the instructor, the assigned Squadron Commander/Class Leader will call the Squadron/Flight to “**ATTENTION**”.
- b. Cadets will come to the position of ATTENTION at the side of their desk and wait for further instructions. The Squadron Commander/Class Leader will check that all trash is picked up and the desks are aligned.
- c. The Squadron Commander/Class Leader will salute and report to the SASI/ASI “**The Squadron/Flight is Ready for Dismissal**”.
- d. After the SASI/ASI states “**Dismiss the Squadron/Flight**”, the Squadron Commander/Class Leader will “**DISMISS**” the flight. Cadets can then retrieve their personal belongings and depart.

3. REPORTING IN/OUT

- a. Report to the designated location when directed and assume the position of attention outside the door.
- b. Knock ONCE and wait to be recognized.
- c. Once recognized, state: “Cadet (Last name) requests permission to enter.”
- d. When permission is granted, open the door and proceed in a military manner (square corners) to center yourself on the board members; salute and say, Cadet (Last name) is reporting in as ordered.”
- e. Report out and depart the room in the same manner.

CHAPTER 4: CADET CONDUCT AND BEHAVIOR

1. **CONDUCT.** All cadets will be expected to follow all rules listed in the OCPS Code of Conduct while attending school or school-related activities. In addition, the following rules apply in the AFJROTC classrooms and surrounding areas.
 - a. Remove headgear before coming indoors and do not place it back on your head until you are going outdoors.
 - b. Do not bring open food or drink into the classroom, except for water in a closed container.
 - c. NO CHEWING GUM in the classroom! Get rid of chewing gum you may have in your mouth prior to entering the classroom. Do not put gum in your mouth while in the classroom.
 - d. Unauthorized personnel (i.e. students who are not cadets) are not allowed in any classroom or office without permission from a SASI/ASI.
 - e. Wearing hats or sunglasses indoors is prohibited.
 - f. No horseplay in the AFJROTC areas.
 - g. Maintain self-control and your self-respect at all times.
 - h. Instructors will demand courteous and disciplined behavior. They will treat all students firmly, fairly, and impartially.
 - i. CELL PHONES: Cell phone policy is in accordance with OCPS district instructions. Cell phones must remain out of sight with the ringer off, unless being used for class purposes with the permission of a SASI/ASI. Any student who refuses to put away their cell phone when asked will be considered insubordinate and will receive additional disciplinary consequences.
 - j. Comply with instructions given to you by the cadet in charge when the instructor is not present.
 - k. Be on time. Don't be late to class, scheduled events, practices, etc.
 - l. **Remain in your seat** unless given permission to move about the room. Remain professional; do not sit on desks, tables, trash cans, etc.
 - m. Always use the trash can to dispose of trash. If you see trash on the floor, clean it up.
 - n. Bring all materials to be used for class; such as Cadet Guide, pens, pencils, and notebook or paper.
 - o. Once instruction has begun, talking is prohibited, except with permission from the instructor.
 - p. Be attentive when someone else is speaking. Listen respectfully to the speaker/presenter, or fellow cadets, when they are speaking.
 - q. Turn in projects and assignments on time.
 - r. Do not lay your head on the desk or sleep in class; stand up in the rear of the classroom.
 - s. Tell the instructor if you are ill. Go to the nurse or stay home.
 - t. Profanity will not be used in or around the AFJROTC area.
 - u. School rules prohibiting Public Displays of Affection (PDA) will be rigidly enforced in the classroom, cadet area, and at any AFJROTC activity.
 - v. Grooming, primping, and applying cosmetics or lotions will not be done in class.
2. **BEHAVIOR**
 - a. The nature of the AFJROTC mission, as well as its high visibility within the school and community, requires its members to adhere to higher standards than might be found among the student population. Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, public displays of affection in certain situations, fighting, disparaging remarks, insubordination, disrespect, verbal threats and physical attacks.

- b. Aggressive behavior, such as verbal abuse, pushing and shoving, kicking, and throwing objects, will not be tolerated, even when the initial intent is in a joking manner. All cadets will practice a **“HANDS OFF”** policy to prevent any misunderstanding. Additionally, there will be no touching or “public displays of affection (PDA)” anytime or anywhere, when you are in uniform, and at all times in the Air Force JROTC classroom, in any of the Air Force JROTC lab areas (i.e. drill pad, PT location, etc.), and any other time you are under SASI/ASI supervision. **Cadets who are repeat offenders of this policy will be disenrolled from the program.**
 - c. **Respect for Authority** - Responsible and successful citizens develop respect for authority. People in positions of authority are continually challenged to earn that respect.
 - d. Try to do things yourself rather than asking questions that are not necessary. For example, questions such as “Where do I place my rank insignia?” or “Do we wear uniforms next Wednesday?” are not necessary because the answers to these questions are already available to you.
3. **PROHIBITION ON PHYSICAL DISCIPLINE AND HAZING.** Any form of hazing, whether verbal or physical, will not be tolerated in AFJROTC at any time. Requiring cadets to perform any physical action as a reprimand, punishment, or for failure to perform, will not be tolerated!
- a. Examples of prohibited physical activities include, but are not limited to push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.
 - b. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.
 - c. This prohibition is applicable to all AFJROTC unit activities including instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.
 - d. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.
4. **DISENROLLMENT:** Cadets may be disenrolled at any time during the academic year to maintain the morale and discipline of the unit. Disenrollment from Air Force JROTC is recommended by the SASI and approved by the principal. Disenrollment is a last resort, preceded by substantiated documentation and corrective counseling. A cadet may be disenrolled/withdrawn from Air Force JROTC the following:
- a. Failure to wear the Air Force uniform as required by the SASI/ASI.
 - b. Failure to maintain acceptable standards (including uniform and personal grooming).
 - c. Inaptitude or indifference to training.
 - d. Misconduct/disciplinary reasons.
 - e. Failure to remain enrolled in school.
 - f. Excessive trancies or absences.
 - g. Involvement with alcohol, tobacco, drugs, or other activities generally unacceptable in the school/community.
 - h. Any other reason deemed appropriate by the SASI and/or principal.
5. **DISENROLLMENT PROCESS:** Once a cadet fails to follow the standards, rules or procedures of AFJROTC, a formal withdrawal process begins. The first step is signified by placing a cadet on **PROBATION**. A [1st Probation Letter](#) will be given to the cadet and will identify the area(s) needing improvement in order to remain in the program. This letter **requires a parent/guardian signature** within 5 days.

If the cadet doesn't show the required improvement, a **PARENT/TEACHER CONFERENCE** will be scheduled using the [Probation Meeting Letter](#). This conference will also be attended by a school administrator. A discussion with the cadet will establish whether the cadet will get another chance to improve or if the cadet needs to be withdrawn immediately.

If the cadet is to remain in the program, the cadet will be placed on a [Final Probation Contract](#). Once again, this letter will identify the area(s) needing improvement in order to remain in the program. This letter will be signed by the cadet, the parent/guardian, the school administrator, and a SASI/ASI before the meeting is over. This will be **the last chance** for the cadet to improve without being withdrawn from the program!

If the cadet does not meet the requirements of the 1st Probation, the Final Probation Contract, or needs to be withdrawn for other reasons, a [Withdrawal Letter](#) will be given to the cadet. The letter will also be sent to the principal and the guidance office for immediate removal from the course. This letter **requires a parent/guardian signature** within 5 days.

If a cadet is on probation, the cadet's permanent rank will be frozen (i.e. the cadet cannot be promoted) and the cadet will not be selected to a Wing Staff position. If a student is placed on probation while on the Wing Staff, that cadet will be removed from that position immediately.

If/When the cadet shows the required improvement, the probation status may be removed. A [Probation Rescinded Letter](#) will be given to the cadet and all restrictions will be removed. This letter **requires a parent/guardian signature** within 5 days. A copy of the Rescinded letter will also be sent to a school administrator.

6. RESERVE CADETS. A Reserve Cadet is a student who either completed the entire AFJROTC Academic Program, or where the cadet cannot participate in the AFJROTC academic program for that particular year. A student must have been a cadet for at least one academic year prior to being considered a Reserve Cadet. Students meeting these criteria may be designated, with SASI concurrence, as a Reserve Cadet. Reserve Cadets may participate in all AFJROTC activities (Kitty Hawk, Drill Team, Honor Guard, Marksmanship, etc.). Time in reserve status does not count towards the Certificate of Completion. Reserve Cadets may retain their uniform for the entire academic year.

7. PROGRAM COMPLETION. For further information, ask the SASI or an ASI for details from the current AFJROTCI 36-2001.

- a. **AIR FORCE JROTC GRADUATE.** A student who has successfully completed the AFJROTC academic program as prescribed by public law and Air Force instruction and will be awarded a Certificate of Completion (>3 years) or a Certificate of Training (2 years).
- b. **ADVANCED ENLISTMENT.** In accordance with DODI 1205.13, JROTC cadets may be eligible for enlistment at a higher grade. For specifics, refer to Air Force Recruiting Service Instruction (AFRSI) 36-2001, *Recruiting Procedures for the Air Force*.
- c. **COLLEGE-LEVEL ROTC.** A student completing at least two years of JROTC may be entitled to credit in the College-level ROTC program. ROTC scholarships are also available and awarded by ROTC personnel.
- d. **SERVICE ACADEMY NOMINATIONS.** U.S.C. Title 10 sets aside up to 20 nominations per Service Academy for "honor graduates of JROTC honor schools."

CHAPTER 5: COURTESY AND SALUTING

Military courtesy in the cadet corps is the expected behavior, and is necessary for mutual respect among cadets. It requires polite and considerate behavior at all levels. In the cadet corps, there are certain ceremonial procedures and specific acts of kindness, respect, and politeness used to demonstrate military courtesy. It is important that cadets understand them and get into the spirit of this behavior. Courteous behavior and a cooperative spirit are essential to a successful cadet corps.

1. USE OF TITLES - Civilians are addressed as Mr., Mrs., Ms., or Miss. Military personnel are addressed by their rank. Cadets may be addressed as Mr., Miss, or by cadet or their cadet rank. Such as, “Mr. Jones,” “Miss Smith,” “Cadet Sergeant Jones” or “Cadet Smith”.
2. SIR OR MA'AM - It is a sign of respect to those in authority to address them or respond with “Sir” or “Ma'am.” Such responses reflect long-established military courtesies, which will soon become a habit, even though you may find it difficult at first. Cadets are expected to respond in this manner without hesitation. This practice outside of Air Force JROTC will produce pleasant and favorable results, especially from parents and teachers.
3. CONVERSATION ETIQUETTE - Using words like “please” and “thank you” are important. Do not interrupt others when talking. Respect the right of others to have opinions that may differ from yours. Do not use vulgar language or any other words or phrases deemed offensive or inappropriate.
4. SALUTING - The salute, in its various forms, is a courteous exchange or greeting and is considered a military greeting all over the world. In many countries, as in our country, it is a symbol of respect. American military personnel consider the salute as a courteous and respectful greeting between members of an honorable profession. It is one of the oldest traditions binding military professionals together.
 - a. You will be taught the proper manner of saluting and the rules governing its use among military services. A salute is required when a cadet is outside in uniform and encounters any active duty or retired officer or a cadet officer of higher rank, who is also in uniform.
 - b. It is customary for cadets to salute the SASI at all times, and, when in uniform, to salute cadet officers of a higher rank. Saluting is not required while under covered common areas or walkways. Cadets will also salute when reporting to a person in charge of a formation, even if the person in charge of the formation is not a cadet officer. If you are outdoors, the U.S. Flag is saluted during the National Anthem and while it is passing when carried in a parade.
 - a. The salute is rendered indoors only when cadets are in formations, participating in ceremonies, reporting to cadet officers, or reporting to the SASI/ASI. The proper sequence of reporting includes the rendering of the salute and the statement “Sir/Ma'am, Cadet (last name) reporting as ordered,” or other appropriate comment. The **cadet holds the salute until it is returned or otherwise acknowledged** by the officer. When the purpose of the report or meeting is completed, the cadet again salutes; the officer will return the salute or otherwise acknowledge it and the cadet will turn sharply to the most direct exit and leave.
 - b. A salute is never given or returned while running. The cadet will come to quick time (to a walk) and render the salute when approximately three paces from the officer.
 - c. A cadet of junior grade will salute a cadet officer of higher grade first and hold the salute until it is properly returned or otherwise acknowledged.
 - d. If a cadet is in uniform and the American Flag is being raised or lowered from any flagstaff, he or she will assume the position of attention facing the flag, render the salute, and hold it until the flag has reached the summit or base of the flag staff. If the cadet is in civilian clothes, he or she will assume the position of attention facing the flag and place the right hand over the heart. If a male cadet wearing civilian attire is also wearing headgear, he will remove it and hold the headgear to his left shoulder so that the right hand is over the heart.
 - e. When outdoors, cadets in uniform at Dr. Phillips High School will render the salute during flag raising ceremonies and public reciting of the Pledge of Allegiance.
 - f. If the cadet is outdoors and the National Anthem or “To The Colors” is being played, the cadet in uniform shall stand at attention, face the flag or music, and render the salute until the music or call ends.
 - g. When a cadet is late for formation, he or she will approach the cadet or person in charge when the formation is at halt, salute, and request permission to fall-in.

- h. Cadet Officers and Cadet NCOs will correct observed saluting violations in a courteous and helpful manner. All cadets are expected to accept these corrections as being constructive in nature.
- i. Cadets will also salute all Commissioned Officers, Warrant Officers, officers of foreign allied nations, and the President of the United States.

CHAPTER 6: CADET APPEARANCE STANDARDS

Because you wear the official uniform of the United States Air Force, any objectionable behavior or appearance in public can create an unfavorable opinion toward the AFJROTC program, Dr. Phillips High School, and the United States Air Force. On the other hand, proper conduct, actions, and appearance will create a favorable public reaction and enhance the image of your Cadet Corps. Therefore, as an Air Force Junior ROTC cadet, you must constantly strive to present a neat, clean, and well-groomed appearance.

1. The following are Air Force grooming standards that cadets are required to meet. Although somewhat conservative, it is the standard in the Air Force. Failure to meet these standards will influence your grade, may result in your failing the course, and can lead to your disenrollment from Air Force JROTC.

Table 5.1 Clothing and Accessory Standards

To present the proper military image	Will be
Clothing	Neat, clean, pressed, proper fit, in good condition, zipped, snapped, or buttoned.
Footwear	Shined, in good repair.
Watch	Conservative.
Bracelet	Conservative, no wider than one inch, do not present safety hazard.
Rings	A maximum of three at one time.
Earrings	MALES MAY NOT WEAR EARRINGS OR EAR STUDS while in uniform. Small, conservative, diamond, gold, white pearl, or silver. Spherical, pierced, or clip. Fit tightly without extending below the earlobe. (EXCEPTION: connecting band on clip earrings) Only one earring per ear.
Body piercing jewelry	Not allowed.
Eyeglasses/sunglasses	Free of ornamentation on frames/lenses. Conservative, clear, slightly tinted, or photosensitive lenses in formation. Conservative lenses and frames outdoors (faddish styles and mirrored lenses prohibited.) No sunglasses in formation. Not worn around the neck or on the head, or hung from pocket.
Necklaces	Concealed under collar or undershirt.
Pencils/pens	Concealed.
Ear Buds/ Headphones	Not Allowed to be used while in uniform
Cell Phone Use	In uniform, only use while standing still. Walking and Talking is not allowed.

Table 5.2 Grooming Standards

Item of Grooming (M-Men, W-Women)	Will be/have	Will not
Beards (M)	Clean cut, neat	Be worn except for health reasons when authorized by a commander on the advice of a medical officer. If commander authorizes, members keep facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving waiver will not shave any facial hair. Commanders and supervisors will monitor progress in treatment to control these waivers.
Wigs and Hairpieces (M)	Their medical records documented to wear a wig or hairpiece to cover baldness or disfiguration. Other male personnel do not wear wigs or hairpieces. Good quality and fit properly.	
Hair, Overall Standard (M & W)	Clean, well-groomed and neat. If dyed, will be of a natural hair color.	Contain excessive amount of grooming aids. Hair will not touch eyebrows when groomed or protrude below the front band of properly worn headgear. EXCEPTION: Hair will be visible in front of the women's Flight cap. Will not be worn in extreme or fad styles such as braids (men), fad coloring, or design cuts.
Hair Style (M)	A tapered appearance on both sides and back, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the individual's hair so that it conforms to the shape of the head, curving inward to the termination point. Block cut permitted with tapered appearance.	Be worn in an extreme or fad style or in such a way that exceeds length or bulk standards or violates safety requirements. Will not touch the ears and only closely cut or shaved hair on the back of the neck may touch the collar. Will not exceed 1 1/4 inches in bulk, regardless of length and not exceed 1/4 inch at the termination point. Will not contain or have any visible foreign items attached to it.

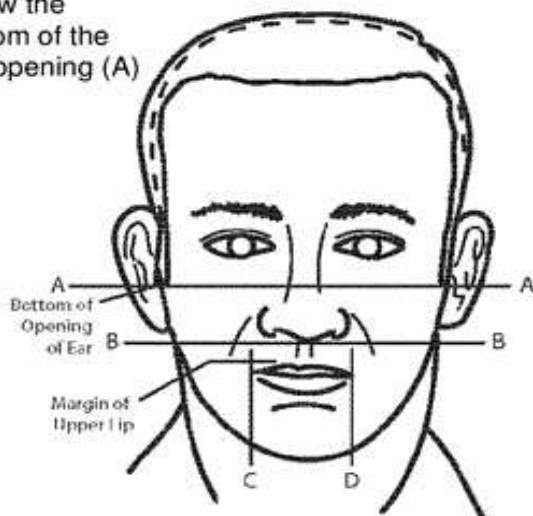
Hair Style (W)	Styled to present a professional appearance. Plain and conservative pins, combs, headbands and barrettes similar to the individual's hair color permitted to keep hair in place.	Be worn in an extreme or fad style or violate safety requirements. Will not extend in length on all sides below an invisible line drawn parallel to the ground at the bottom edge of the shirt collar at the back of the neck. Will not exceed 3 inches in bulk or prevent proper wear of headgear. Will not include hair ornaments such as ribbons or jeweled pins.
Mustache (M)		Extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from the corner of the mouth. (This does not apply to individuals having shaving waivers.)
Sideburns (M)	Neatly trimmed and tapered in the same manner as the haircut. Will be straight and of even width (not flared) and end in a clean-shaven horizontal line.	Extend below the lowest part of the exterior ear opening. (This does not apply to individuals having shaving waivers.)
Wigs and Hairpieces (M & W)	Conform to the same standards required for natural hair, be of good quality, and fit properly.	Exceed limits stated for natural hair.
Cosmetics (W)	Conservative and in good taste	
Nail Polish (W)	Conservative in color and in good taste.	Contain any ornamentation or multi colors
NOTE: The items listed represent the most common appearance issues. The list is not all inclusive.		

Male Cadet Standards.

1. FACE - Will be clean shaven. Beards will not be worn except for health reasons when authorized by the SASI upon written recommendation of a physician. Mustaches must not extend downward below the lip line, nor extend on either side beyond the corner of the mouth.
2. SIDEBURNS - Must be neatly trimmed and tapered in the same manner as the haircut. Must not extend below the lowest part of the external ear opening.
3. HAIR - Will be neat, clean, trimmed, and present a groomed appearance. Must have a tapered appearance on the sides and back. The thickness may not exceed 1/4 inch at the termination point. A block cut is permitted as long as a tapered appearance is kept. Hair may not touch the ears, and only the closely cut or shaved hair on the back of the neck may touch the collar. The overall bulk may not exceed 1 1/4 inch thick. It must not contain any visible foreign items attached to it.

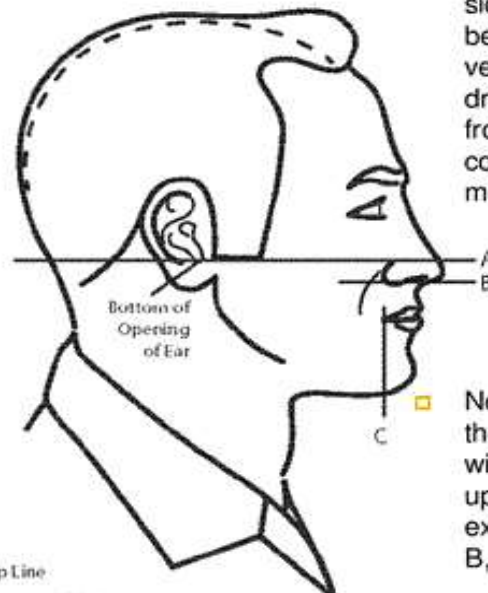
MALE GROOMING STANDARDS

Sideburns will not extend below the bottom of the ear opening (A)

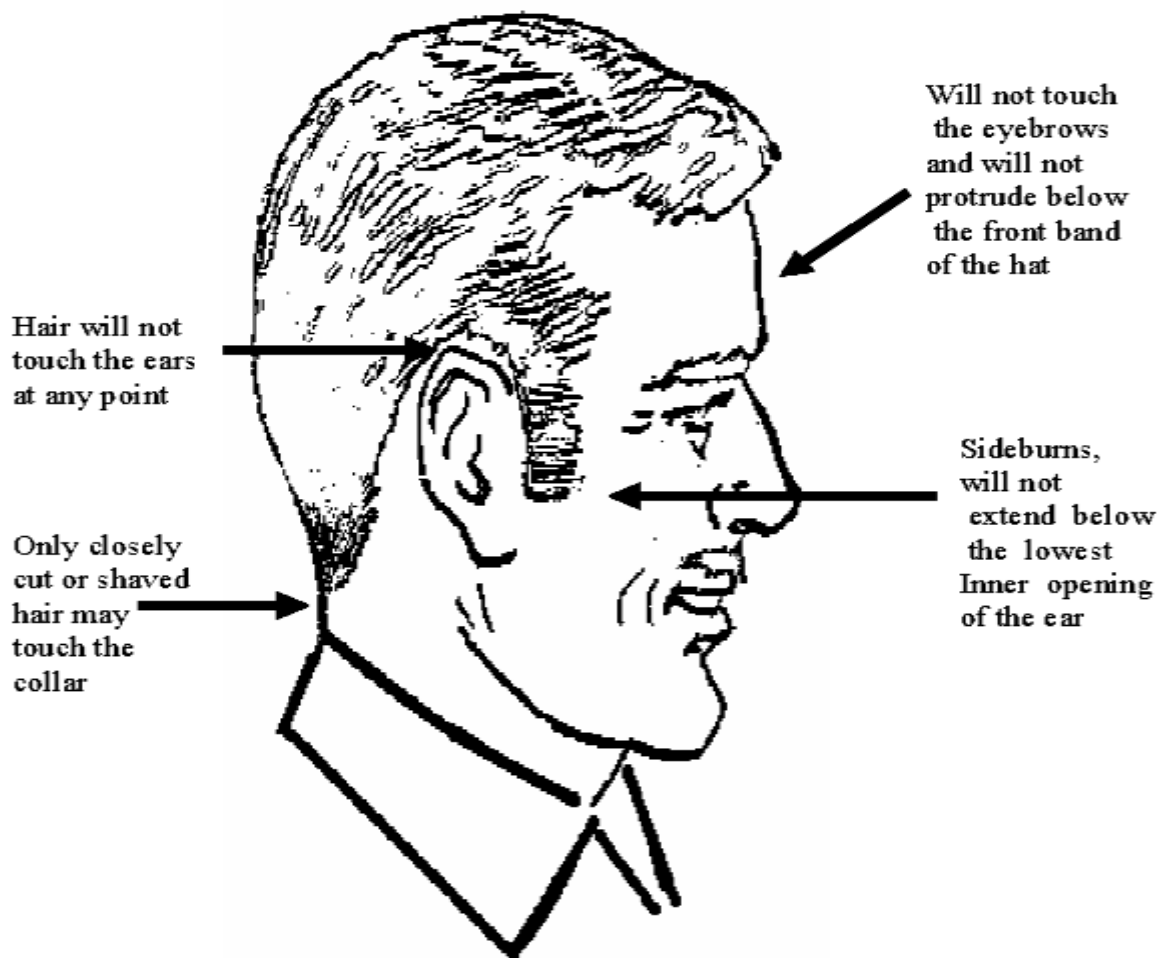


----- Scalp Line

No mustache will extend sideways beyond a vertical line drawn upward from the corners of the mouth (C,D)



No portion of the mustache will cover the upper lip line or extend beyond B, C, or D

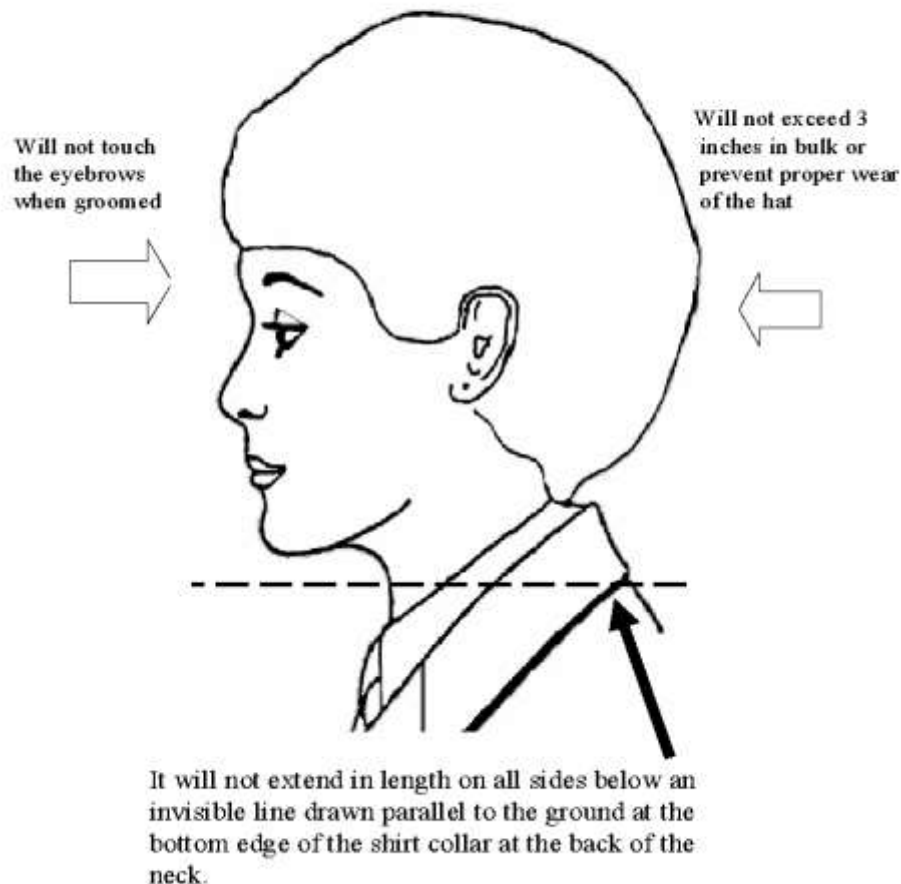


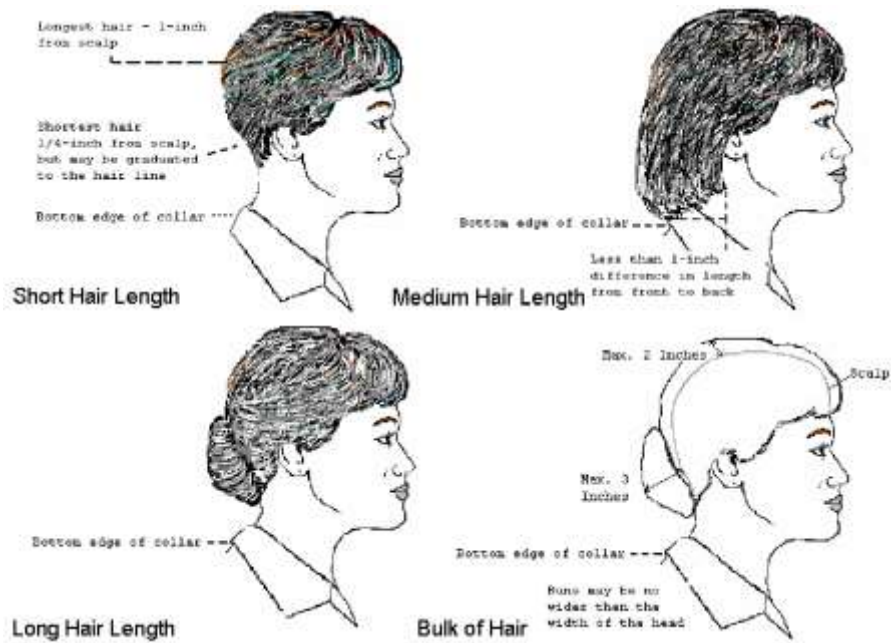
Female Cadet Standards

1. **HAIR** - Must be styled to permit proper wear of Air Force cap. Hair must always be clean, neatly arranged, and styled to present an attractive feminine appearance. May not exceed 3 inches in bulk. Ornamentation such as ribbons, jeweled pins, etc. is not permitted. Plain pins, combs, and barrettes, similar in color to the hair, may be worn to keep hair in place. Hair may not hang below the bottom edge of the coat/blouse collar at the back of the neck.
2. **COSMETICS** - Polished nails will be all the same color and will closely match the wearer's skin tone. All cosmetics must be conservative and in good taste.

FEMALE HAIR STANDARDS

Hair will be styled to present a professional appearance





Female Authorized Braids



Authorized Female Hairstyles

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Religious Accommodation/Exception to Policy Requests. AFJROTC welcomes participation from all religious faiths to participate in the program. However, it is important to simultaneously ensure that the desired USAF image is presented, consistent, and in line with broader USAF guidance and intent.

1. USAF guidance and intent. AFJROTC places great importance on remaining sensitive to cadet's individual religious beliefs, but also maintaining the integrity of USAF uniform wear standards. The below information contains AFJROTC guidance for cadets to request an exception to policy to allow for the wear of certain religiously required apparel and/or religiously required relaxed grooming standards while wearing the AFJROTC uniform. Holm Center/JR is the approval authority for all religious accommodations and exceptions to policy concerning the wear of religious apparel and/or relaxed grooming standards. Once approval is granted for a religious accommodation, the cadet may wear the AFROTC uniform for any AFJROTC function. The WINGS waiver module process must be used to obtain Holm Center/ JR approval.

1.1. Religious headgear may be worn in compliance with AFI 36-2903 and this instruction per section s 2 and 3.

2. Minimally conspicuous religious headgear. NOTE: Cadets seeking a religious accommodation waiver must first receive an approved waiver before they are permitted to wear the uniform with the minimally conspicuous religious headgear. These are religious headgear items which can be concealed under the uniform hat.

2.1. Plain, dark blue or black, minimally conspicuous religious headgear may be worn indoors with written approval of Holm Center/JR. Submit requests with photos of the specific item being worn, along with confirmatory letters from the parent(s) or guardian(s), the religious leader, the principal, and the SASI. (NOTE: Exceptions to parent/guardian letter requirement would only be considered if the cadet has been deemed a ward of the state or otherwise as specified in state or federal law (and documented in the request package). In that instance, the SASI would make the cadet status known in their letter.)

2.2. Plain, dark blue or black, minimally conspicuous religious headgear (e.g. a Jewish Yarmulke) may be worn outdoors if the item is able to be fully concealed under the uniform hat with written approval of Holm Center/JR. Submit requests with photos of the specific item being worn, along with confirmatory letters from the parent(s) or guardian(s), the religious leader, the principal, and the SASI. (NOTE: Exceptions to parent/guardian letter requirement would only be considered if the cadet has been deemed a ward of the state or otherwise as specified in state or federal law (and documented in the request package). In that instance, the SASI would make the cadet status known in their letter.)

3. Non-minimally conspicuous religious headgear. NOTE: Cadets seeking a religious accommodation waiver must first receive an approved waiver before they are permitted to wear the uniform with the non-minimally conspicuous religious headgear. These are religious headgear items which cannot be concealed under the uniform hat. Accommodations for with non-minimally conspicuous religious headgear for wear indoors or outdoors (e.g. female Hijab or male Sikh turban) require Holm Center/JR approval. The requests must include the following items:

3.1. Cadet Letter: Cadets must submit a letter addressed to Holm Center/JR through their chain of command. The request letter must include a description of the religious headgear requested to be worn.

3.2. Photos: Must submit two pictures of the cadet wearing the requested religious headgear in uniform. One must feature the cadet's side profile and the other must have the cadet facing the camera.

3.3. Additional Letters: Must submit endorsement letters from the parent(s) or legal guardian(s), a religious leader, the SASI, and principal concurring with the request. (NOTE: Exceptions to parent/guardian letter requirement would only be considered if the cadet has been deemed a ward of the state or otherwise as specified in state or federal law (and documented in the request package). In that instance, the SASI would make the cadet status known in their letter.)

3.4. If a non-minimally conspicuous religious headgear accommodation is approved, no AFJROTC hat is required in uniform when outdoors.

4. Religious accessories or accoutrements (other than headgear). NOTE: Cadets seeking a religious accommodation waiver must first receive an approved waiver before they are permitted to wear the uniform with religious accessories or religious accoutrements (other than headgear). These items will not be visibly worn with any AFJROTC uniform unless approved by Holm Center/JR.

4.1. Submit requests with photos of the specific item being worn, along with confirmatory letters from the parent(s) or guardian(s), the religious leader, the principal, and the SASI. (NOTE: Exceptions to parent/guardian letter requirement would only be considered if the cadet has been deemed a ward of the state or otherwise as specified in state or federal law (and documented in the request package). In that instance, the SASI would make the cadet status known in their letter.)

5. Grooming/Appearance Standards. NOTE: Cadets seeking a religious accommodation waiver for grooming/appearance standards must first receive an approved waiver before they are permitted to wear the uniform with religiously accommodated grooming/appearance standards. Any religious accommodation or exception to policy regarding grooming/personal appearance requests, including, but not limited to shaving or hair length will be reviewed on a case-by-case basis.

5.1. Submit requests with photos of the specific request, along with confirmatory letters from the parent(s) or guardian(s), the religious leader, the principal, and the SASI for Holm Center/JR approval. (NOTE: Exceptions to parent/guardian letter requirement would only be considered if the cadet has been deemed a ward of the state or otherwise as specified in state or federal law (and documented in the request package). In that instance, the SASI would make the cadet status known in their letter.)

6. Transgender Requests. Requests for a transgender cadet to be issued the uniform of their identified gender, and codified as that gender in the AFJROTC data system, must be approved by Holm Center/CC.

6.1. Submit requests with endorsement letters from the parent(s) or guardian(s), the principal, and the SASI via the WINGS waiver module. Holm Center/JRS will process the request through Holm Center/JR for Holm Center/CC decision. (NOTE: Exceptions to parent/guardian letter requirement would only be considered if the cadet has been deemed a ward of the state or otherwise as specified in state or federal law (and documented in the request package). In that instance, the SASI would make the cadet status known in their letter.)

CHAPTER 7: WEAR OF THE UNIFORM

The reputation of the United States Air Force as a professional military organization is known worldwide. The uniform you wear is the same uniform worn by active duty Air Force personnel. Since the uniform is a symbol of their reputation, each cadet at Dr. Phillips High School is expected to wear it properly. Proper wear of the uniform is illustrated in the figures and tables located on the following pages.

NOTE: When turning in the uniform at any time, items will be properly dry-cleaned and ready for re-issue. Failure to dry-clean items will result in an obligation for cleaning costs of \$30.00.

1. Wednesday of each week is uniform wear day, unless you are instructed otherwise. **The uniform must be worn all day.** **If you are absent on Uniform Wear Day, the uniform must be worn to makeup the grade on the 1st day back in school, without a reminder.** The uniform may be removed for classes that require special attire (Physical Education, etc.), but must be put back on after that class is complete. If you are observed out of uniform without permission obtained from the SASI/ASI, you will receive a zero (0) for the grade that day.
2. Only authorized uniform items will be worn. Never mix uniform items with civilian clothing, as this will result in a zero (0) for the grade that day. An example of this would be the wearing of a civilian coat/jacket with the uniform.
3. When the flight cap is not being worn, it may be tucked under the belt on the wearer's left side between the first and second belt loops (cap will not fold over belt or be visible below service coat).
4. Wear all rank, ribbons, and insignia as shown in the diagrams on the following pages.
5. All pockets will remain buttoned. Hands should be kept out of uniform pockets.
6. Your "GIG" line is the line formed by the shirt button edge of the shirt, the edge of the belt buckle that is opposite the tip, and the fly of the trousers. The "gig" line should always be kept straight, check it frequently.
7. Trim loose strings, fuzz, and frayed seams on the uniform.
8. Do not carry bulky items in the pockets which distort the appearance of the uniform.
9. Replace missing buttons promptly. Like most of the insignia, buttons on the blue coat are oxidized silver. Do not attempt to shine these items.
10. Develop the habit of carrying books and other objects in the left hand to free the right hand for saluting.
11. Never place any articles under the epaulet of the jacket or shirt.
12. A V-neck T-shirt with sleeves must be worn by all cadets in uniform. The T-shirt must be plain, white, and clean, and it must not show at the open shirt collar or under the sleeves. Wear a properly fitted undershirt to avoid these problems.
13. All ribbons and insignia are fastened with metal clutches.
14. Hitchhiking, performing hard labor, engaging in sports activities, etc., while wearing the uniform is ***not permitted***.
15. No cadet should ever purchase an optional uniform item without first checking with an Aerospace Science Instructor to verify the item is suitable.
16. All uniform items (except shoes, socks, name tag and ribbons) must be turned in at the end of the school year. You will be required to pay for all lost items. The cost of each item is on the uniform issue form.

Uniform Requirements for Male Cadets

1. The flight cap is worn with the front crease towards the lower center of the forehead (two finger widths above the right eyebrow). When worn in this manner, the crest of the cap will be fully extended without a protruding tip at the back. If your cap does not fit in this manner, it is either too large or too small. See Logistics personnel to trade for a proper fitting cap. Caps will be worn at all times outside the classroom or building. The cap does not have to be worn while under any covered common areas or covered walkways.
2. The belt is threaded through the loops to your left. When buckled, only the metal tip of the belt should show through the buckle. The adjustable belt clamp is to change the length of the belt for a proper fit.
3. Leather or Corfam low quarter shoes will be issued. The shoes will be laced to the top and shined at all times. If not issued, Corfam shoes may still be worn as a personal purchase item.
4. The socks must be black. No other colors are authorized.
5. Shirts should be laundered after each use. The short sleeve blue shirt is worn with the collar open or buttoned with a tie. The shirt tail is pulled down into the trousers tightly and tucked at the sides. The only creases on the shirt are down the sides of the sleeves. No items (other than a pen or pencil, which does not stick out of the pocket) will be carried in the shirt pockets. A plain white, V-neck T-shirt with sleeves must be worn under the shirt. Wearing the tie is optional except you must wear it when you are wearing the service coat, or the long sleeve blue shirt.
6. The blue trousers ***must be dry cleaned***. The bottom of the trouser legs will touch the shoes so as to cause a slight break in the front trouser crease. The back of the trouser leg should be about 7/8 inches longer than the front. No cuffs are worn on the military uniform trousers. You need to obtain permission to alter the leg length and waist size of the trousers. The left rear pocket of the trousers will be buttoned at all times. Articles carried in the pockets will not be visible. Glasses cases, key chains, etc. will not be worn on the belt.
7. The service coat ***must be dry-cleaned***. The coat is worn buttoned. The coat may be removed while in a classroom. The coat will be donned and buttoned before leaving the classroom.
8. Service caps are optional as directed by Instructors. These may be purchased at the cadet's personal expense. Service caps will be worn with the appropriate AFJROTC insignia. Caps will have a plain bill. Service caps will not be worn at CLC.
9. The name tag will be centered, resting on, but not over the edge of the pleated pocket on the wearer's right.
10. Ribbons are optional on the blue shirt (mandatory on the service dress). If worn, all ribbons and devices will be worn. If worn, ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearer's left.

Uniform Requirements for Female Cadets

1. The flight cap is worn slightly to the right with the vertical crease of the cap at the center of the forehead in a straight line with the nose. The cap should be worn about 1 to 1 1/2 inches above the eyebrows. Caps will be worn at all times outside the classroom or building. The cap does not have to be worn while under any covered common areas or covered walkways.
2. The belt is threaded through the loops to your right. When buckled, only the metal tip of the belt should show through the buckle. The adjustable belt clamp is to change the length of the belt for a proper fit.
3. Leather or Corfam low quarter shoes will be issued. The shoes will be laced to the top and shined at all times. If not issued, Corfam shoes may still be worn as a personal purchase item. In addition, plain-toe black pumps with a defined heel may be worn as a personal purchase item. Confirm with a SASI/ASI that the pumps are the correct type.
4. The female blouse should be laundered after each use. The shirt tail is pulled down into the trousers tightly and tucked at the sides. The only creases on the shirt are down the sides of the sleeves. A plain white, V-neck T-shirt with sleeves must be worn under the blouse. The collar tab (a.k.a. tie tab) is optional, except when you are wearing the service coat or the long sleeve blue shirt.
5. The blue pants ***must be dry-cleaned***. You need not obtain permission to alter the length and waist size of the pants. The bottom of the slacks will barely rest on the front of the shoes with a slight break in the crease. The back of the slacks will extend about 7/8 of an inch longer than the front. Do not alter the width of the pants leg.
6. The service coat ***must be dry-cleaned***. The coat is worn with the buttons buttoned. The coat may be removed while in a classroom. The coat will be donned and buttoned before leaving the classroom.
7. Service caps are optional as directed by Instructors. These may be purchased at the cadet's personal expense. Service caps will be worn with the appropriate AFJROTC insignia. Service caps will not be worn at CLC.
8. The name tag will be centered, even with or up to 1½ inches higher or lower than the first exposed button on the wearer's right.
9. Ribbons are optional on the blue shirt (mandatory on the service dress). When worn, all ribbons and devices will be worn. When worn, center ribbons on wearer's left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.

Uniform Inspection Guidelines

A uniform inspection will be conducted each week. Initially, the SASI/ASI will instruct you on the proper wear of the uniform and then inspect you using the system of deductions from a perfect score for wear of the uniform. Your Flight Chiefs will conduct subsequent inspections. Repeated offenses will result in higher deductions.

NOTE: A Service Dress Coat, if worn, will be inspected in place of the blue shirt, but a lightweight jacket will not be.

Males

- 50 Hair (needs haircut/unnatural color/designs/braids/cornrows/dreadlocks/fad style)
- 30 Headgear Missing
- 20 Sideburns (length/appearance)
- 20 Unauthorized Facial Hair
- 20 Unauthorized Jewelry (per piece) (watches allowed)
- 20 Nametag—Service Dress (centered on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with bottom of the ribbons)
- 20 Ribbons—Service Dress (centered, resting on (but not over) the edge of the welt pocket)
- 10 Nametag—Blue Shirt (centered on right pocket flap)
- 10 Ribbons—Blue Shirt (serviceable; correct order; centered, resting on, but not over the edge of the pleated pocket on the wearers left)
- 10 Under Shirt (not a V-neck, missing, torn, not white, dirty, etc.)
- 10 Black Socks (missing/not black)
- 10 Shoes (not polished, stains, dirt, edges need cleaning)
- 5 Tie (dirty or missing)
- 5 Belt and Buckle (not shined, gig line off, etc.)
- 5 Button (per missing button)

Subtract an additional 5 points for each:

Missing, dirty or unauthorized uniform items not addressed above (i.e., hat brass, officer rank/shoulder boards, jackets, shirts, etc.)

Talking and/or misbehaving in inspection formation

Incorrect response to an inspection question

Females

- 50 Hairstyle (does not allow proper wearing of headgear, extends below collar, unnatural color, dreadlocks/fad style, hairband doesn't match hair color, etc.)
- 30 Headgear Missing
- 20 Unauthorized Jewelry (per piece) (watches allowed)
- 20 Lipstick (unauthorized color(s))
- 20 Fingernails (unauthorized color(s) or designs and/or designer nails)
- 20 Nametag—Service Dress (centered on the wearer's right between the sleeve seam and lapel and the bottom of name tag will be parallel with bottom of ribbons)
- 20 Ribbons—Service Dress (centered, resting on (but not over) the edge of the welt pocket)
- 20 Nametag—Blue Shirt (centered, parallel to ground, even with to 1 ½ inches higher or lower than the first exposed button)
- 10 Ribbons—Blue Shirt (serviceable; correct order; centered, parallel to ground, bottom of the ribbons aligned with bottom of name tag)
- 10 Under Shirt (not a V-neck, missing, torn, not white, dirty, etc.)
- 10 Black Socks (missing/not black)
- 10 Shoes (not polished, stains, dirt, edges need cleaning)
- 5 Tie Tab (dirty or missing)
- 5 Belt and Buckle (not shined, gig line off, etc.)
- 5 Button (per missing button)

Subtract an additional 5 points for each:

Missing, dirty or unauthorized uniform items not addressed above (i.e., hat brass, officer rank/shoulder boards, jackets, shirts, etc.)

Talking and/or misbehaving in inspection formation

Incorrect response to an inspection question

AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



SECOND
LIEUTENANT



FIRST
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT
COLONEL



COLONEL

NOTE: Cadet Officer rank used is either cloth epaulet or collar rank, depending on specific uniform worn.

CADET ENLISTED RANK

AIRMANBASIC: NO
RANK INSIGNIA



AIRMAN



AIRMAN
FIRST CLASS



SENIOR
AIRMAN



STAFF
SERGEANT



TECHNICAL
SERGEANT



MASTER
SERGEANT



SENIOR
MASTER
SERGEANT



CHIEF
MASTER
SERGEANT

NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

Rank insignia not listed here is unauthorized.
The First Sergeant device is not authorized.

AUTHORIZED AIR FORCE JROTC BADGES/INSIGNIA/PINS



OFFICERS
FLIGHT CAP
AND BERET
INSIGNIA



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



ACADEMY OF
MODEL AERONAUTICS
SILVER WINGS



KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



SHOULDER TAB
METAL OR CLOTH



AEF BADGE
(OLD)



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



AEF BADGE
(NEW)



Marksmanship
Shield



AWARENESS
PRESENTATION
TEAM BADGE



Cyber Patriot
Badge

(Choose one only. Follow APT placement criteria. May NOT wear Marksmanship Shield and a Marksmanship Badge)



MARKSMANSHIP



SHARPSHOOTER



EXPERT

(Choose one. Placed directly underneath ribbons. May NOT wear Marksmanship Shield and Marksmanship Badge)

Badges/Insignia/Pins not listed here are unauthorized
(Exception: Sister Service Badges/Pins)



AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!

					
1. Air Force JROTC Gold Valor Award	2. Air Force JROTC Silver Valor Award	3. Cadet Humanitarian Award	4. Silver Star Community Service with Excellence Award	5. Community Service with Excellence Award	6. Air Force Association Award
					
7. Daedalian Award	8. American Legion Scholastic Award	9. American Legion General Military Excellence Award	10. Daughters of the American Revolution Award	11. American Veterans Award	12. Reserve Officers Association Award
					
13. Military Order of World Wars Medal	14. Military Officers Association Award	15. Veterans of Foreign Wars (VFW) Award	16. National Sojourners Award	17. Sons of the American Revolution Award	18. Scottish Rite, Southern Jurisdiction Award
					
19. Military Order of the Purple Heart	20. Air Force Sergeants Association	21. Sons of Union Veterans of the Civil War	22. Sons of Confederate Vets H.L. Hunley Award	23. Tuskegee Airman Inc. AFJROTC Cadet Award	24. The Retired Enlisted Association Award
					
25. Celebrate Freedom Foundation Award	26. National Society United States Daughters of 1812	27. Air Commando Association Award	28. Non-Funded National Award	29. Distinguished Unit Award With Merit	30. Distinguished Unit Award
					
31. Outstanding Organization Award	32. Outstanding Flight Ribbon	33. Top Performer Award	34. Outstanding Cadet Ribbon	35. Leadership Ribbon	36. Achievement Ribbon
					
37. Superior Performance Ribbon	38. Academic Ribbon	39. Cadet Leadership Course Ribbon	40. Special Teams Placement Ribbon	41. All-Service National Competition Ribbon	42. Air Force Nationals Competition Ribbon
					
43. Orienteering Ribbon	44. Leadership Development Requirement (LDR) Leadership Ribbon	45. Drill Team Ribbon	46. Color Guard Ribbon	47. Sabre Team Ribbon	48. Marksmanship Ribbon
					
49. Good Conduct Ribbon	50. Service Ribbon	51. Health and Wellness Ribbon	52. Recruiting Ribbon	53. Activities Ribbon	54. Attendance Ribbon
					
55. Dress and Appearance Ribbon	56. Longevity Ribbon	57. Bataan Death March Memorial Hike Ribbon	58. Patriotic Flag Ribbon	59. Gen Carl A. Spaatz Award (CAP)	60. Gen Ira C. Eaker Award (CAP)
					
61. Amelia Earhart Award (CAP)	62. Gen Billy Mitchell Award (CAP)	63. Gen J. F. Curry Award (CAP)			

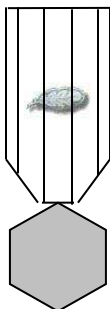
Version: 17 December 2017

A bronze oak leaf represents an additional award of the basic ribbon (second and subsequent entitlements of an award). A silver oak leaf represents 5 bronze oak leaves (the sixth, 11th, etc., entitlements of an award). Silver oak leaves are worn to the wearer's right of any bronze oak leaves on the same ribbon.

Place clusters horizontally and tilt slightly downward to the wearer's right to allow maximum number of clusters and other devices on the ribbon. Tilt all or none.

If all authorized devices do not fit on a single ribbon, wear a second ribbon. Wear a minimum of three devices on the first ribbon before wearing a second ribbon. When wearing the second ribbon, place after the initial ribbon (on wearer's left). Both ribbons count for one award. If future awards reduce devices to a single ribbon, remove the second ribbon.

Single oak leaf mounting



Two oak leaf mounting



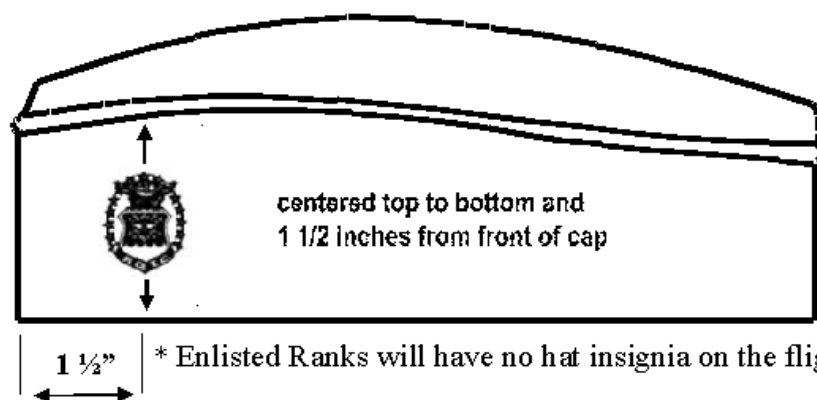
CADET MALE HEADGEAR

SERVICE CAP (Officer Only)



Service Caps with a different insignia than shown above require an approved waiver through HQ AFJROTC.

FLIGHT CAP* (Officer and Enlisted)



* Enlisted Ranks will have no hat insignia on the flight cap.

- Only the ABU Cap will be worn with the ABU uniform and there will be "NO" rank on the ABU cap.

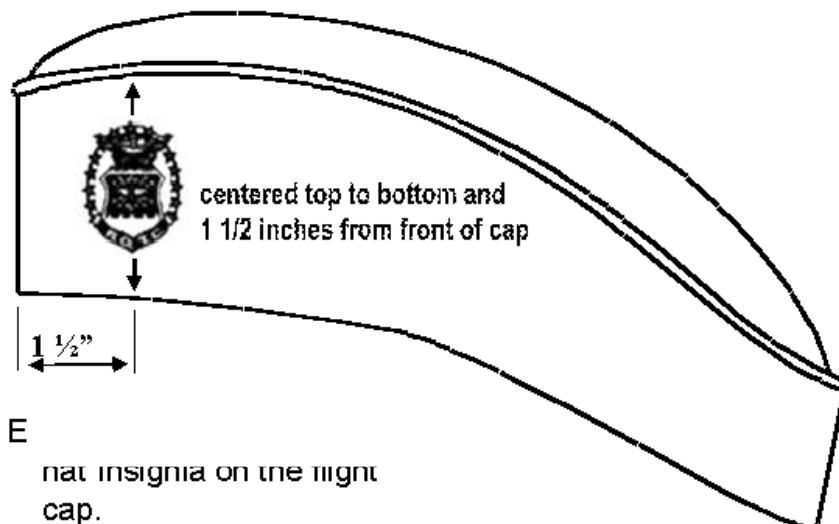
CADET FEMALE HEADGEAR

SERVICE CAP (Officer Only)



Service Caps with a different insignia than shown above require an approved waiver through HQ AFJROTC.

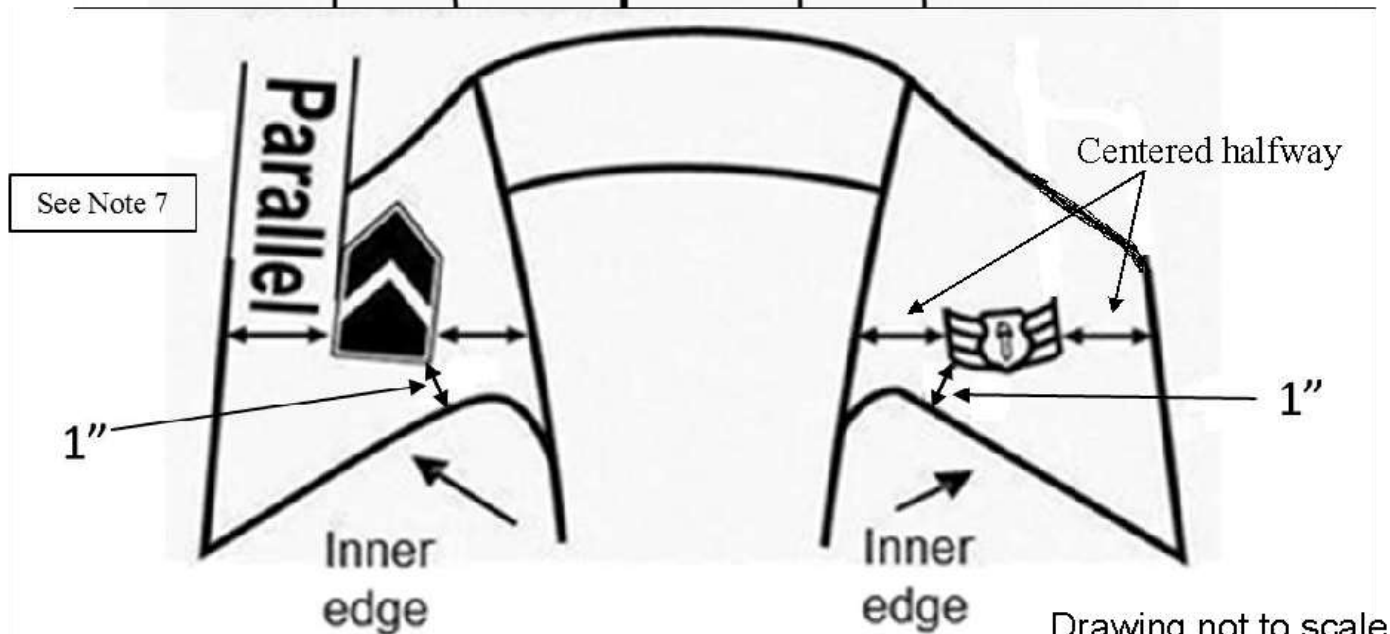
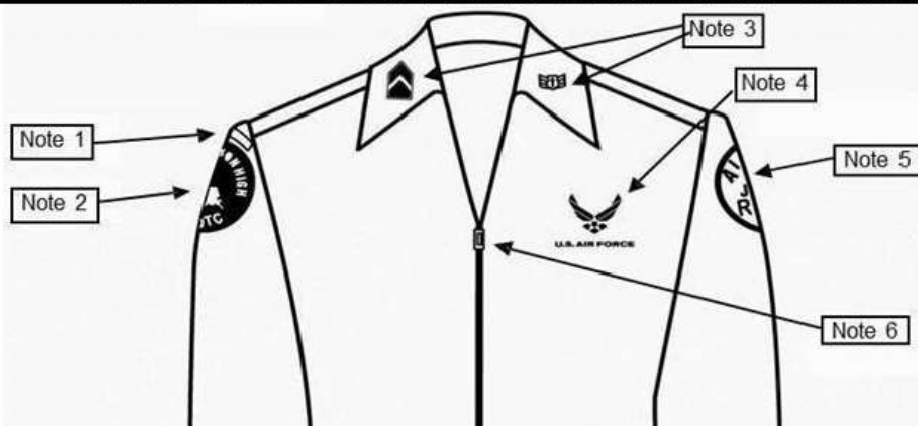
FLIGHT CAP* (Officer and Enlisted)



* Enlisted personnel do not wear rank insignia on the flight cap.

- Only the ABU Cap will be worn with the ABU uniform and there will be "NO" rank on the ABU cap.

CADET LIGHTWEIGHT BLUE JACKET

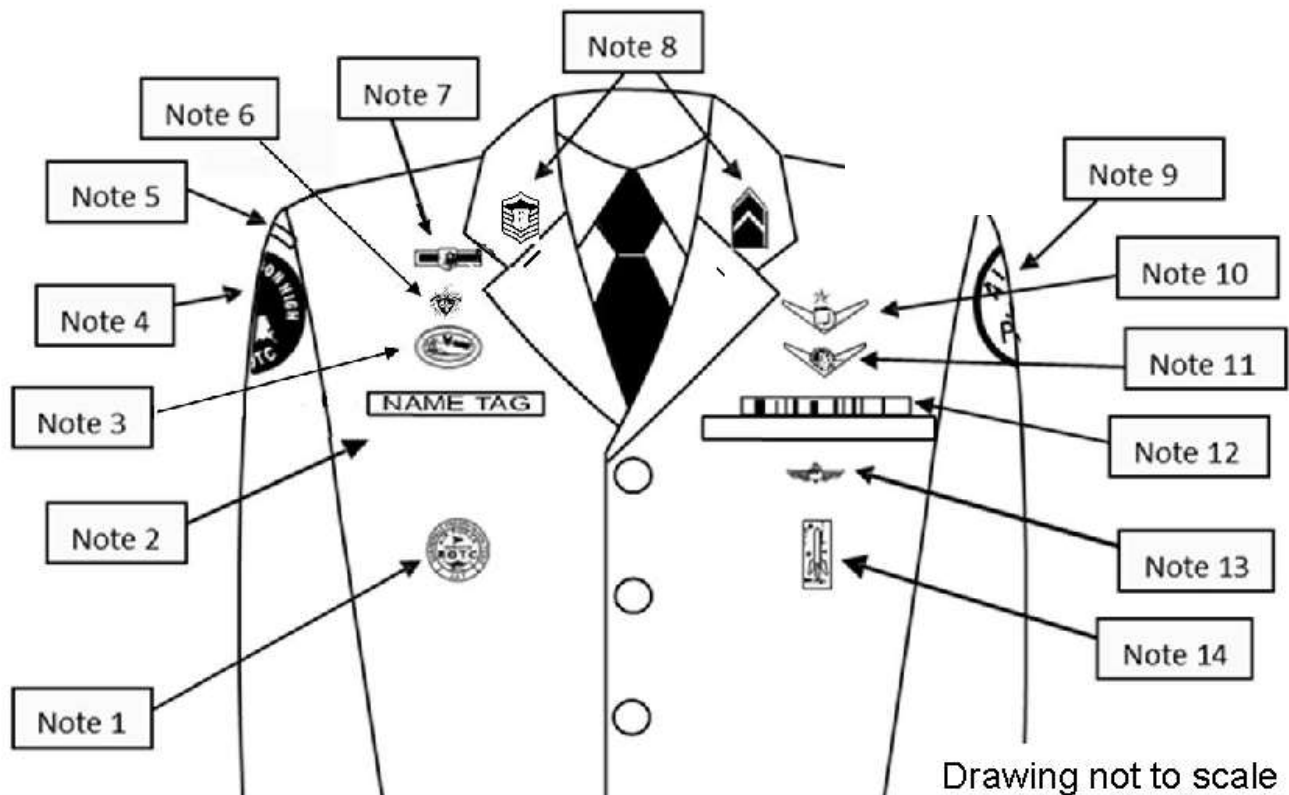


Drawing not to scale

1. Shoulder tab: Only one is authorized and it will be centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right sleeve $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) is worn on both left and right collar. Cadet/Airman Basic have no collar insignia.
4. Optional item: centered vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
5. AFJROTC patch on left sleeve $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

- The epaulet rank (large size) is no longer authorized on the lightweight blue jacket and shoulder cords are not authorized for wear with this jacket.
- Cadet rank will be worn on shirt at all times even when wearing a service coat or LW Blue Jacket.

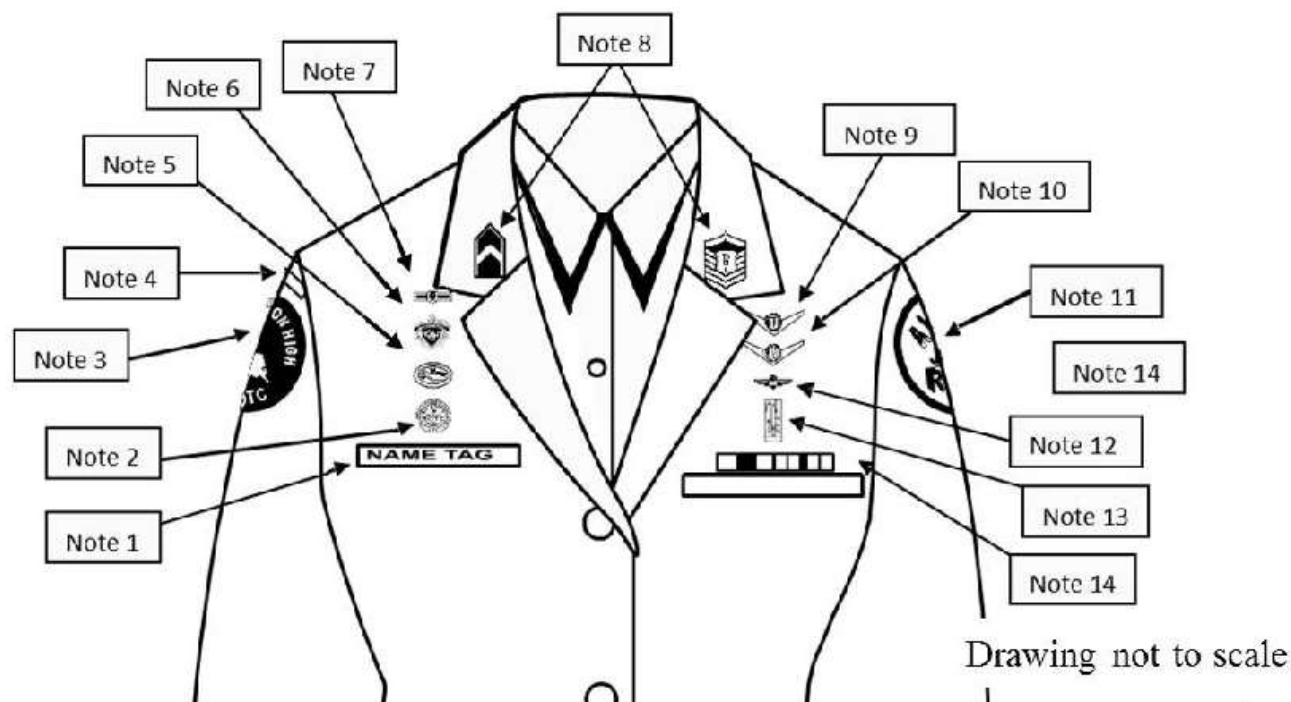
CADET MALE SERVICE DRESS



1. Awareness Presentation Team (APT) Badge: Center 3 inches below bottom of the name tag.
2. Silver Name tag: Mandatory wear. Center between arm seam and lapel with bottom edge parallel to top welt pocket.
3. Kitty Hawk Badge: See Note 15
4. Unit patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
5. Shoulder tab: Only one is authorized and it will be centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge: See Note 15
7. Distinguished Cadet Badge: See Note 15
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. While wearing the service dress uniform enlisted cadets will wear rank on both shirt and jacket. Officer cadets may wear cloth epaulet rank while wearing the service dress uniform.
9. AFJROTC patch: center $\frac{1}{2}$ to 1 inch below shoulder seam
10. Flight Solo or Flight Certificate Badge: See Note 15
11. Ground School Badge: See Note 15
12. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all ribbons earned
13. Academy of Model Aeronautic (AMA) Wings: worn 1 inch below pocket
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed $\frac{1}{2}$ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges place $\frac{1}{2}$ above previous badge.

- Large medals may be worn on the Service Dress coat only, directly under ribbon rack and only during special events (as determined by SASI).
- Cadet rank will be worn on shirt at all times even when wearing a service coat or LW Blue Jacket.
- Semi Formal Uniform Option SASI discretion: White Shirt, Black/Blue Bow Tie, or Blue Neck Tie and no Name Tag.

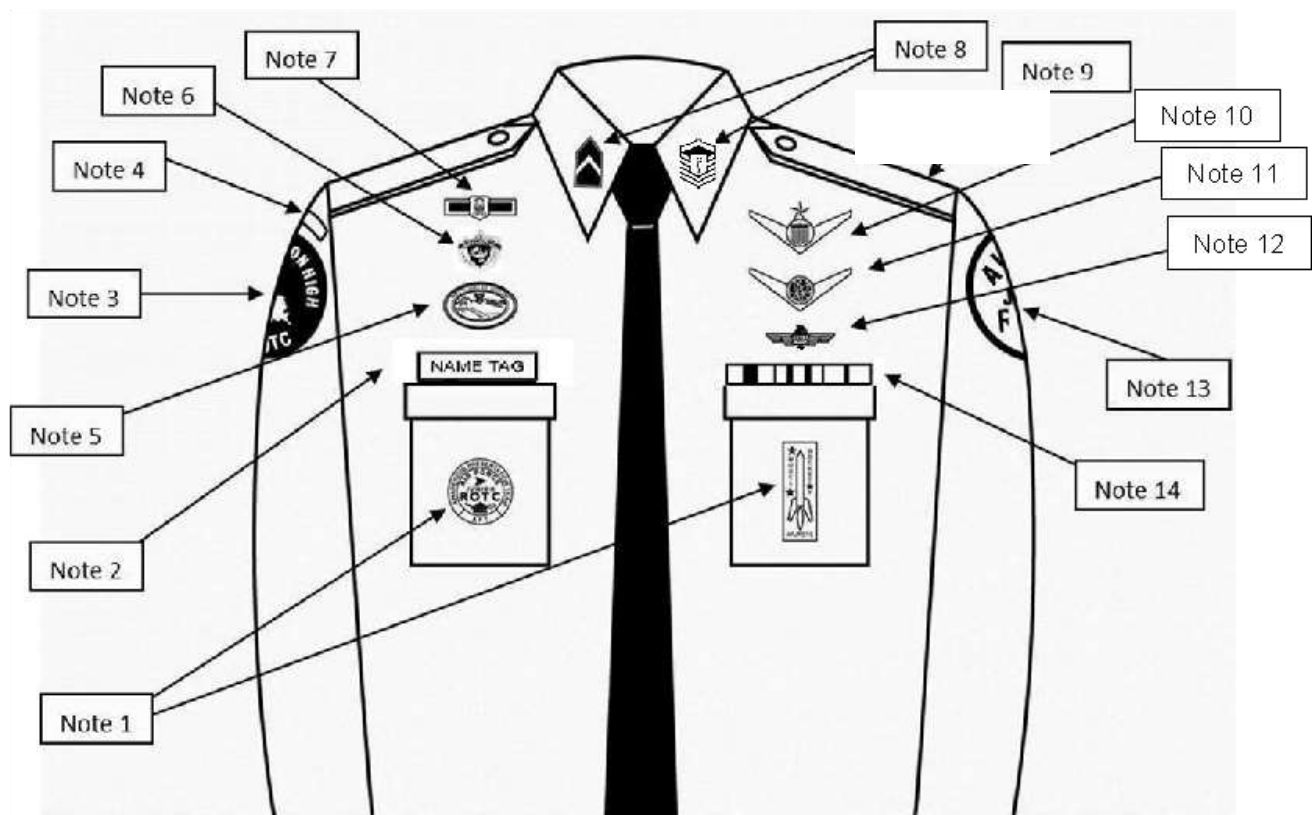
CADET FEMALE SERVICE DRESS



1. Silver Name tag: Mandatory wear. Center between arm seam and lapel with bottom edge parallel to top of welt pocket.
2. Awareness Presentation Team Badge: See Note 15
3. Unit patch: center $\frac{1}{2}$ to 1 inch below shoulder seam.
4. Shoulder tab: Only one is authorized and it will be centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: See Note 15
6. Aerospace Education Foundation (AEF) Badge: See Note 15
7. Distinguished Cadet Badge: See Note 15
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. While wearing the service dress uniform enlisted cadets will wear rank on both shirt and jacket. Officer cadets may wear cloth epaulet rank while wearing the service dress uniform.
9. Flight Solo or Flight Certificate Badge: See Note 15
10. Ground School Badge: See Note 15
11. AFJROTC patch: center $\frac{1}{2}$ to 1 inch below shoulder seam
12. Academy of Model Aeronautic (AMA) Wings: See Note 15
13. Model Rocketry Badge: See Note 15
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all ribbons earned
15. First badge placed $\frac{1}{2}$ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges place $\frac{1}{2}$ above previous badge.

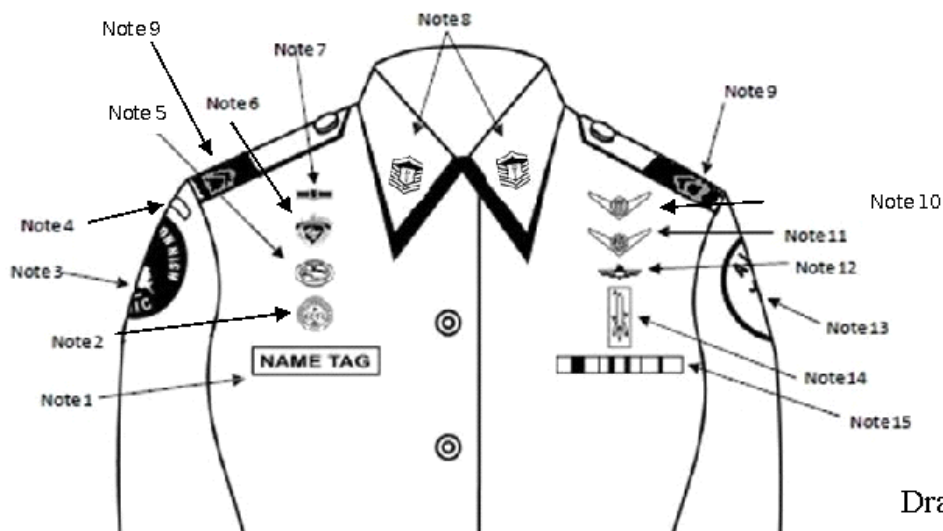
- Large medals may be worn on the Service Dress coat only, directly under ribbon rack and only during special events (as determined by SASI).
- Cadet rank will be worn on shirt at all times even when wearing a service coat or L/W Blue Jacket.

CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: Must be grounded and centered over wearer's right pocket.
3. Unit patch: center $\frac{1}{2}$ to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar. (See Note 9)
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. AFJROTC Patch: center $\frac{1}{2}$ to 1 inch below shoulder seam.
14. Ribbons: ground and center on pocket. Wear all ribbons earned.
15. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge.

CADET FEMALE BLUE SHIRT



Drawing not to scale

1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness presentation badge. See Note 16
3. Unit Patch. Centered on sleeve and ½ to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam. Only one shoulder tab is authorized.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Enlisted grade insignia worn on both left and right collar, centered side to side and top to bottom with torch points pointing toward bottom tip of collar.
9. Officer rank: cloth on epaulet only. Place rank as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge. See Note 16.
11. Ground School Badge. See Note 16.
12. Academy of Model Aeronautics (AMA) Wings. See Note 16.
13. AFJROTC Patch. Center on sleeve ½ to 1 inch below shoulder seam.
14. Model Rocketry Badge. See Note 16.
15. Ribbons. Centered on left side. Bottom of ribbons is aligned with bottom of name tag.
16. First badge is centered ½ inch above name tag or ribbons (as appropriate).

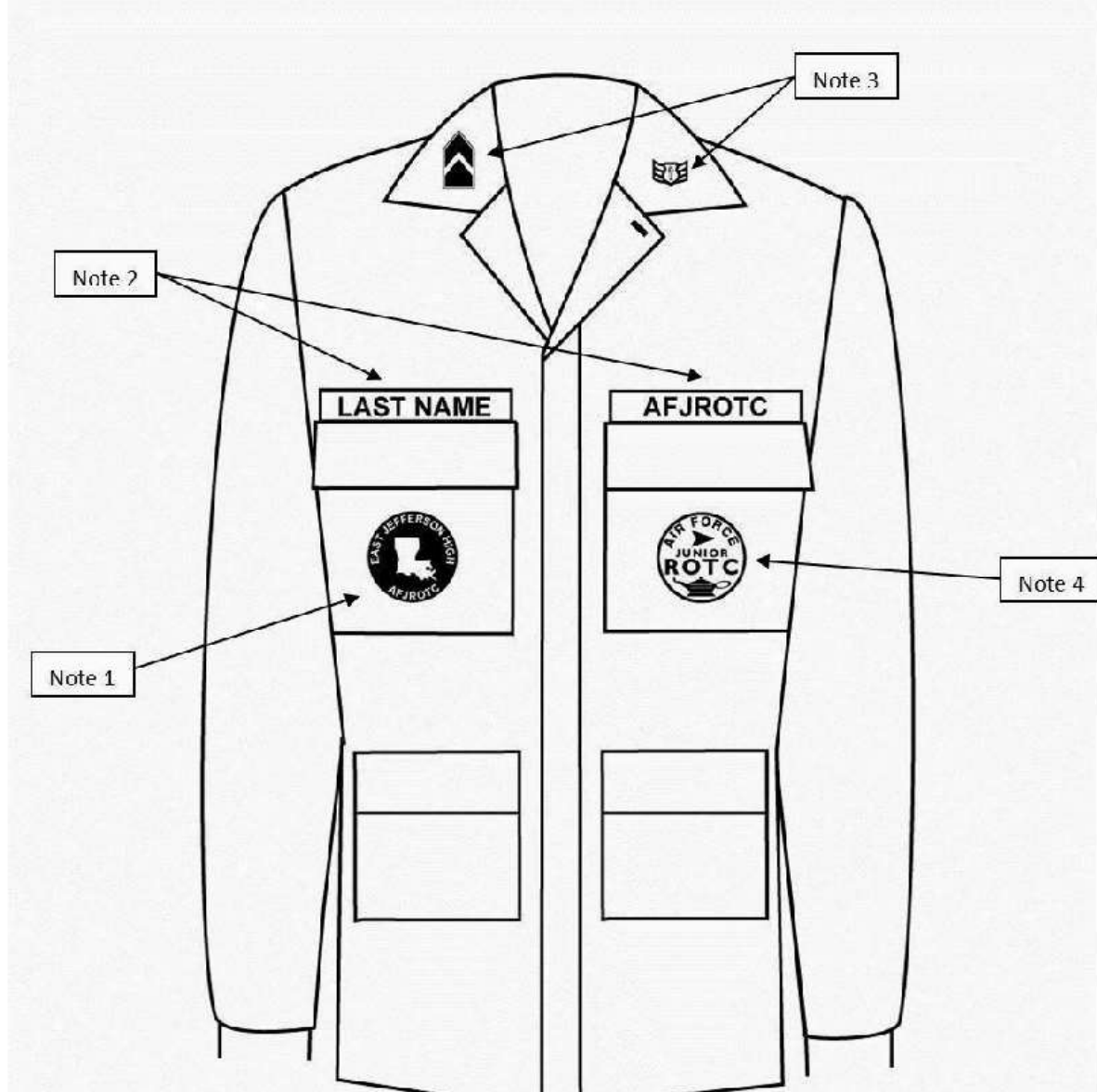
- Princess Cut Shirts are authorized. Reimbursement for shirt will not exceed cost of the price of a female shirt in FEDMALL and shirts will be loaded into WINGS Logistics.

Airman Battle Uniform (ABU)

1. **WEAR**: Airman Battle Uniform (ABU) is authorized for cadets. ABUs will only be worn when directed by the SASI. At all other times, cadets will wear the Blue Shirt or the Service Dress uniform. ABU must be worn in accordance with this Guide and all other applicable directives.
2. **CARE**: ABUs can be cleaned in a washer and dryer. They must be neat and clean at all times.
3. **BLOUSE & TROUSERS**: The blouse will not be tucked into the trousers. If worn rolled up, the sleeve material will touch or come within one (1) inch of forearms when arm is bent at a 90-degree angle. The trousers will be worn on the hips and bloused using the blousing elastic or tucked into the top of the boot.
4. **BELT & BUCKLE**: The desert belt and buckle will be worn with the trousers.
5. **UNDERGARMENTS**: Undershorts and a crew neck, desert sand T-shirt must be worn at all times. The long-sleeve mock turtleneck t-shirt is authorized during cold weather. A Unit shirt that is not desert sand in color may be worn with SASI/ASI approval.
6. **FOOTWEAR**: Sage green combat boots will be worn with green boot socks. Athletic shoes may be authorized by the SASI for specific events.
7. **HEADGEAR**: ABU Cap. Worn squarely on the head with no hair protruding in front of the cap. No insignia will be worn. Cadets may stow the hat in either of the lower cargo pockets on the ABU trousers when not wearing.
8. **COLD WEATHER**: Cadets may purchase the ABU Jacket or fleece outer garment for wear during the winter. As an alternative, cadets may wear long underwear under the ABU as long as only the desert sand T-shirt is showing (i.e.- must wear the blouse as long sleeves).
9. **GLOVES/MITTENS/WATCH CAP**: Black or sage; Gloves: leather, knitted, tricot, or suede (or a combination of these) gloves or mittens may be worn with the uniform. Fleece or knit cap.

CADET ABU

Male and Female



1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch: WHITE patch only (mandatory). Will be worn on left pocket and centered.
5. Shoulder cords and ascots are not authorized for wear with this uniform.
6. Only the ABU Cap (no berets or ball caps) will be worn with the ABU uniform and there will be "NO" rank on the ABU cap.

Tying A Tie



Four-In-Hand Knot

Start with the wide end of the tie on the right side; then cross the wide end over in back and to the left; bring it completely around the front to your right; bring it back and up through the center; pass it through the loop in front; tighten the knot neatly, forming a "dimple" with your index finger.

Windsor Knot

With the wide end of the tie about 12 inches longer than the narrow end, make a loop as shown. Bring the wide end around and behind the narrow end in the position illustrated; turn the wide end up and put it through the loop and around in front of the narrow end; bring it through the loop of the tie; pull the wide end through the knot and shape carefully.

How to Tie a Four-In-Hand and Windsor Knot

CHAPTER 8: LEADERSHIP DEVELOPMENT REQUIREMENT ACTIVITIES

Leadership Development Requirement (LDR) activities are an important part of the AFJROTC and high school experience. They are an excellent tool for learning self-discipline, leadership, cooperation, and self-confidence.

They can be very enjoyable, and give you a strong sense of belonging; our unit has a number of these activities available to you. Meeting times will be scheduled at the beginning of each school year.

1. ADVANCED AEROSPACE SCIENCE - This course emphasizes development and mastery of skills taught in Aerospace Science I-IV. It targets Advanced Drill & Ceremonies, Manual of Arms, as well as team building and group dynamics. The focus is on drill precision, proper military bearing and uniform wear/appearance, including respect of the uniform. The course also teaches how to lead and command small units, such as Color Guards and Drill Competition Teams. The course also includes physical fitness training.

2. HONOR GUARD - Honor Guard is open to all AFJROTC cadets and represents DPHS at ceremonial functions. It presents the colors at home football games and a variety of ceremonial activities both on campus and throughout the community. The Honor Guard will practice a minimum of one day per week after school.

a. Goals and Objectives:

- 1) To be precise in color guard procedures.
- 2) To be excellent representatives of DPHS and present our national and state flags with distinction and honor throughout the community.
- 3) To become better leaders.

b. To qualify for Honor Guard a cadet must:

- 1) Respond positively to the leadership of the Commander/Deputy.
- 2) Become proficient at all routines.
- 3) Cooperate with team members.
- 4) Maintain an excellent uniform appearance at all times.
- 5) Attend ALL performances/activities cadets agree to attend.
- 6) Maintain 2.5 GPA.

3. KITTY HAWK AIR SOCIETY (KHAS) – KHAS is the National Honor Society for Air Force JROTC. The KHAS is affiliated with the Air Force Association and supports its effort to further aerospace education. The FL-881 Panther Pride Chapter of the KHAS at Dr. Phillips High School will have meetings one day every two weeks after school.

a. Goals and Objectives:

- 1) Promote high academic achievement.
- 2) Support Dr. Phillips High School and the community.
- 3) Promote patriotism and good citizenship.
- 4) Practice self-discipline and personal responsibility.
- 5) Show leadership by completing assigned tasks with efficiency and effectiveness.
- 6) Show great respect for the uniform and the cadet corps as a whole.
- 7) Show great respect for authority and a mutual respect for other cadets.

b. To qualify for Kitty Hawk Air Society, a cadet must:

- 1) Be in good standing within our school and community.
- 2) Have a minimum cumulative GPA of 2.75 (weighted).
- 3) Have a minimum Air Force JROTC grade of 85%.
- 4) No failing grade in any class.
- 5) Maintain an excellent uniform appearance at all times.
- 6) Attend 75% of meetings and 50% of events

4. MARKSMANSHIP - Marksmanship is open to all AFJROTC cadets with parental approval. It is a competitive team and assists cadets in achieving national standing to potentially qualify for college scholarships. Practice is a minimum of one day per week after school and may be up to four as needed for

competition. Team name is FL-881 Panther Pride and cadets must register with the Citizens Marksmanship Program (CMP) at <http://thecmp.org>.

a. Goals and Objectives:

1. To learn shooting fundamentals.
2. To be excellent representatives of DPHS and grow sportsmanship.
3. To become better leaders and trainers to assist team members in growth.

b. To qualify for Marksmanship a cadet must:

1. Attend 80% of practices, unless excused by an Instructor or Commander/Deputy.
2. Respond positively to the leadership of the Commander/Deputy.
3. Follow training and safety guidance.
4. Cooperate with team members.
5. Maintain proficiency in skills.
6. Attend ALL matches/activities cadets agree to attend.
7. Maintain 2.5 GPA.

5. SOCIAL ACTIVITIES - The cadet corps conducts a variety of social events, which may include the Military Ball, Unit Picnic, and Unit Field Days. These events are planned by the cadet staff and are open to all members of the cadet corps.

6. RECRUITING – This is the primary way FL-881 continues to exist! Recruiting is mainly conducted through recruiting visits to middle schools, orientations and club fairs. Recruiting visits are conducted by a recruiting team made up of three to eight cadets and an ASI or SASI.

One-on-one recruiting is the most powerful way to keep FL-881's enrollment healthy. Every cadet should consider himself or herself to be a recruiter. Asking a friend to join should be easy if you believe in the Air Force JROTC program.

7. FLAG DISPOSAL (according to VFW Resolution 206, 8/00) Ceremony may be conducted privately or publicly. VFW suggests the following procedures be used in private or public to dispose of a torn, soiled or badly faded U.S. flag:

- Fold flag in customary manner
- Place flag on substantial fire
- Require individuals to stand at attention, salute flag
- Recite Pledge of Allegiance and have moment of silent reflection
- Extinguish fire and bury ashes after flag is consumed
- Conform to local/state fire codes or ordinances

CHAPTER 9: AWARDS AND DECORATIONS

The Cadet Awards and Decorations Program, to include badges and medals, fosters morale and esprit de corps of AFJROTC cadets. Cadet ribbons, badges and medals are presented to cadets in recognition of outstanding performance and/or achievement. Some of these are awarded as soon as practical after earning the award/ribbon, and some are only awarded at the Annual Awards Ceremony (typically held in April). Only Awards and Decorations approved by Holm Center/JR may be worn. Units may not create or purchase local awards for wear on the uniform.

Medals and ribbons may be worn simultaneously for formal, semiformal, and/or special occasions of a limited nature (as specified by the SASI). **The routine wear of both medals and ribbons is prohibited.** When worn, place medals on the mounting rack in the proper order of precedence. The top row of medals should be positioned 1/2 inch below bottom row of ribbons.

A number of distinctive awards are authorized for AFJROTC cadets to recognize outstanding academic, leadership and citizenship performance. Minimum criteria are prescribed to preserve the integrity of decorations. Units are authorized to impose additional criteria (more stringent) to meet local standards and needs without diminishing minimum standards (example: limiting the number of cadets who may earn the award where no guidance is stated, or below stated limits). If such additional criteria are imposed, they must be specifically stated in the Cadet Guide or Unit Operating Instructions.

National and HQAFJROTC Awards: National and HQ AFJROTC awards are awarded by national veterans, military, and patriotic organizations. Most of the time, these awards are presented at our annual awards ceremony near the end of the school year. The available awards are described in Chapter 7 of the Consolidated Operations Supplement published by HQ AFJROTC.

Air Force JROTC Sponsored Awards: The following awards (not all-inclusive) are also authorized in Chapter 7 of the Consolidated Operations Supplement.

Community Service with Excellence Award – Awarded to individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefits the local community. This is not an award given to participants, but to the key leader(s) of the project. Approval from HQ AFJROTC required.

Outstanding Cadet Ribbon - Awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence.

Leadership Ribbon - Awarded for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance. Limited to 5 percent of the cadet corps.

Achievement Ribbon - Awarded for a significant achievement. Individuals may not receive more than one ribbon during a 1-year period. Limited to 5 percent of the cadet corps

Superior Performance Ribbon - Awarded annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Presented for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. Limited to 10 percent of the cadet corps.

Academic Ribbon - Awarded for academic excellence as signified by attaining an overall grade point average of at least “B” for one academic term, in addition to an “A” average in AFJROTC.

Leadership School Ribbon – Awarded with a Bronze Star for completion of an approved leadership school program of at least 5 days duration. A Silver Star will be awarded for outstanding performance or leadership ability (i.e. Distinguished Graduate) at a Leadership School instead of the Bronze Star. Limit the Silver Star to 10 percent of the cadets in attendance.

Special Teams Competition Ribbon - Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition to include Color Guard Teams, Rifle Teams, Drill Teams, Saber Teams, Academic Bowl Teams, Physical Fitness Teams, etc.

Leadership Development Requirement Leadership Ribbon - Awarded for Leadership in AFJROTC Leadership Development Requirement activities (such as project officers for the 9-11 ceremony, military ball, Field Day, Relay for Life, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. Only one LDR Leadership Ribbon may be earned each school year.

Drill Team Ribbon - Awarded for distinguished participation in at least 50 percent of all drill team competition events per academic year. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

Color Guard Ribbon - Awarded for distinguished participation in at least 50 percent of all color guard competition events per academic year, or 5 color guard events (non-competition) in an academic year. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

Saber Team Ribbon. Awarded for distinguished participation in at least 50 percent of all saber team events per academic year. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

Marksmanship Team Ribbon. Awarded to a cadet who has completed the 6 hours of marksmanship safety and range training, passed the marksmanship test with a 100% score, who is actively involved with the marksmanship program (shooting on a regular basis), and who participated in a competitive air-rifle marksmanship competition or postal match (**1x per year**). An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year

Service Ribbon - Awarded for distinctive performance in school, community, or Air Force JROTC service projects. Distinctive performance is defined as 1) organizing and executing a major qualifying project, 2) unit leaders who execute a fundraising activity, or 3) cadets with 20 or more community service hours. (NOTE: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon, unless community service hours are also awarded.)

Health and Wellness Ribbon. Awarded for participation in the unit health and wellness physical fitness program. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award.

- Cadets who score in the Physical Fitness Test **75-84 percentiles** will receive a **Bronze Star** device; **85-95 percentile** will receive a **Silver Star** device; and **96-100 percent** will receive a **Gold Star** device.
- If a cadet is already wearing the ribbon with oak leaf cluster(s), the cadet will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed.
- Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon.

Recruiting Ribbon – Awarded for participating in recruiting events (Orientation/Registration, PT days, Club Fair, etc.) OR getting a student to enroll in Air Force JROTC at Dr. Phillips High School (with confirmed registration). Only one Recruiting Ribbon may be earned each school year.

Activities Ribbon - Awarded for distinguished participation in at least 50 percent of all respective Leadership Development Requirement activities to include, but are not limited to, Kitty Hawk Air Society, Marksmanship Team, AFJROTC academic teams and AFJROTC PT teams. It specifically does not include those that qualify for the *Color Guard*, *Drill Team*, and *Special Teams Competition* ribbons. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year.

Attendance Ribbon - Awarded to cadets with no more than 4 excused absences and no unexcused absences in an academic term.

Good Conduct Ribbon - Awarded to cadets who haven't been on JROTC probation, have no suspensions of any kind (in or out of school), or no adverse reports from other school staff or faculty in an academic year.

Dress and Appearance Ribbon - Awarded for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards

Longevity Ribbon - Awarded for successful completion (grade of 2.0 or above) of each AS year.

Bataan Death March Memorial Hike Ribbon. To honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally-determined 14-mile course (trails, road courses, tracks, etc). Units may complete the full hike in a span of one to no more than three days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon.

Additionally, no fees can be charged to participate in the Memorial March. However, units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans such as The Air Force Association's Wounded Airman Program, the Wounded Warrior Project, Special Operations Warrior Foundation, etc.

Patriotic Flag Ribbon. Awarded for participation in one qualifying event per academic year. A qualifying event is a *non-color guard* event specifically designed to honor our nation's flag, such as flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. Only one Patriotic Flag Ribbon may be earned each school year.

Badges, Cords and Headgear:

Flight Solo Badge - Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft.

Flight Certificate Badge - Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft.

Awareness Presentation Team (APT) Badge - Awarded for distinguished participation in at least 50 percent of all APT events per academic year. The APT is managed by the Kitty Hawk Air Society.

Kitty Hawk Air Society Badge - Awarded to cadets who are active members of the Kitty Hawk Air Society who meet the following criteria:

- a. At least an overall 3.00 cumulative GPA
- b. A 90% cumulative average in JROTC and in good standing (i.e. no JROTC probation or suspensions)
- c. Attended 90% of the Meetings in the year
- d. Attended at least 65% of the Kitty Hawk events
- e. Acquired at least 25 community service hours from Kitty Hawk events
- f. Missed no more than 4 Uniform wear grades for the entire year
- g. Attended the Annual Relay For Life event (attended > 65% of total event time)

Marksmanship Badge - Awarded to all cadets who have met the requirements to participate in the AFJROTC Marksmanship Program and who have also met the required qualification requirements during the qualification period held each semester as outlined in the CMP Handbook. A cadet can only earn each badge one time while in the AFJROTC Program. Marksmanship Badge levels are Marksman, Sharpshooter, and Expert. Criteria for badges are listed in this table:

Qualification Badge	Firing Positions	Air Rifle AR-1 Target	Air Rifle BMC Target
Marksman	10 shots standing, 10 shots prone	110-129	175-187
Sharpshooter	10 shots standing, 10 shots prone	130-200	188-230
Expert	10 shots prone	230-300	290-300
	10 shots standing		
	10 shots kneeling		

Aerospace Education Foundation (AEF) Academic Cadet Badge - Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below “C” on their transcript.

Distinguished AFJROTC Cadet Badge – This annual award recognizes one outstanding third-year cadet. The recipient wears the badge their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The recipient should hold the following awards prior to selection:

- Leadership Ribbon
- Achievement Ribbon
- Superior Performance Ribbon
- Academic Ribbon
- Leadership Development Requirement Activities Leadership Ribbon
- Service Ribbon

Sister Service Badges/Pins - Only cadets who were previously enrolled in a sister service JROTC program may wear the ribbons, medals, badges or pins earned on their AFJROTC uniform in the location specified by the sister service. In a conflict, the AFJROTC badge location will always take precedence over the sister service badge/pin. When authorized, AFJROTC cadets will wear AFJROTC ribbons above and to the left of other service JROTC ribbons or awards. Group ribbons according to service with the order of precedence determined by the regulations of each service. Other services’ ribbons are grouped by service in the following order: Army, Navy, and Marine Corps.

Shoulder Cords - Cadets are authorized to wear one shoulder cord on the left shoulder. Wear the shoulder cord only on the service dress coat and the light blue shirt. On the service dress coat, cords should be pinned to the shoulder with the pin hidden beneath the cord. On the light blue shirt, wear the cord under the epaulet.

- Wing Staff / Top 5 (Blue Cord): Awarded and worn by qualified cadets who are currently in the “Top Five” Wing Staff positions. The “Top 5” normally consists of the Wing Commander, the Vice Wing Commander, the Executive Officer, the Operations Group Commander and the Support Group Commander. Other qualified positions, when appointed, may include the Senior Enlisted Advisor, the Special Assistant to the Wing Commander, and the Inspector General.

- **Kitty Hawk Air Society (Yellow Cord):** Awarded and worn by active members of the Kitty Hawk Air Society who meet the following criteria:
 - a. Have at least a 2.75 cumulative GPA in the last semester
 - b. Have an 85% average in JROTC for the last semester
 - c. Attend 75% off the meetings
 - d. Attend at least 50% of the Kitty Hawk events
 - e. Have acquired at least 10 community service hours from Kitty Hawk events
 - f. Wear the uniform every week for Blues Wednesday and PT Friday
- **Honor Guard (White Cord):** Awarded and worn by cadets for distinguished participation in at least 5 color guard events OR at least 10 honor guard meetings.
- **Marksmanship (Black Cord):** Awarded and worn by qualified cadets who are in the top ten of marksmanship scorers, who are prepared for competition and assigned to an active shooting team. The cord will be returned when the cadet is no longer on a competition team.

Service Caps - As an optional wear item, the service cap and JROTC insignia shall be purchased by individual cadets at no expense to the unit.

Berets - A rite of passage for AS IV cadets. As an optional wear item, the beret shall be purchased by individual cadets at no expense to the unit. The appropriate JROTC officer insignia shall be worn.

Local Recognition:

Honor Squadron Award - Recognizes the outstanding squadron that excels in AFJROTC academics, uniform wear and personal appearance, fundraising, and drill competition. The overall academic, uniform wear, fundraising, and personal appearance score will be the average for all squadron members. The honor squadron should be announced at the annual awards ceremony. Squadron members will be awarded the **Outstanding Flight Ribbon** and their flight guidon will be posted in the classroom.

The Army Recruiting Command JROTC Award. A certificate is awarded annually to a third-year cadet who has demonstrated leadership, excels academically, and participates in Leadership Development Requirement activities.

The Army Fitness Award. A certificate is awarded annually to one male and one female cadet who displays outstanding physical fitness based on the Physical Fitness Tests completed during the school year.

Major Bernard Williams Patriotism Award. A plaque and certificate are awarded annually to the cadet who displays superior patriotism, citizenship, military bearing and leadership ability. The award, sponsored by Ms. Dorie Croissant, was established to memorialize Major and Mrs. Bernard Williams. The engraved plaque resides in the JROTC classroom.

William Hopkins Memorial Award. A plaque and certificate are awarded annually to a cadet in recognition of the superior support given to the Air Force JROTC program. The Award was established by Mrs. Shirley Hopkins in Honor of her husband and her son who graduated from Dr. Phillips High School and was an Air Force JROTC Cadet. The engraved plaque resides in the JROTC classroom.

Cadet of the Quarter - This award program promotes excellence and teamwork within the squadron during each academic quarter. The award is based on the "whole person" concept to include academic excellence, teamwork, cooperation with squadron commander and instructors, uniform wear and personal appearance excellence, school, community, and corps involvement; and personal conduct. Each Squadron Commander will identify to the designated staff member their outstanding cadet in a one page written recommendation by the suspense date established. The Cadet Wing Commander, SASI, and ASI will review recommendations and designate the outstanding Cadet of the Quarter.

Graduation Cords – All graduating cadets who have been in Air Force JROTC 3 years or more will receive a graduation cord.

CHAPTER 10: ACTIVITIES AND FIELD TRIPS

1. Air Force JROTC cadets may participate in a number of school approved field trips and activities. Many of these activities will be after school hours, but several will occur during the normal school day.
2. The following activities may take place during or after school hours.

Color Guard Performances - Most will be outside school hours. This activity provides a valuable community patriotic service. Cadets gain valuable leadership experience, self-assurance, patriotism, and increased appreciation for individual reliability and punctuality.

Community Patriotic Ceremonies - We often receive requests to provide cadet participation beyond a Color Guard in a community ceremony. Cadets present an impressive image of the Dr. Phillips High School student, and learn about patriotism and service to community.

Orientation Flights - We may have the opportunity to arrange orientation flights. This presents the cadets a valuable opportunity to experience flight first-hand.

Community Service Activities - These are almost all outside school hours. Cadets experience leadership, value of service to community, improved self-image, and provide an excellent example of the Dr. Phillips student to community leaders.

Drill Competition - These are outside school hours, normally on Saturdays. This allows cadets to practice and display their leadership and precision drill skills through competition with other schools. Promotes unity and esprit de corps.

Marksmanship Competition - These are outside school hours. This allows cadets to practice and display their precision shooting skills through competition with other schools. College scholarships are available for the top marksmen! Promotes unity and esprit de corps.

Fundraising - FL-881, besides being a class, is also a “club.” Therefore we need to raise money to support activities and events that the Air Force or DPHS do not fund. Normally, at least one major fund-raising activity will be scheduled during the school year. Types of activities supported by fundraising, (not all inclusive):

- Military Ball, Parades, Awards Banquet, etc.
- Field Day, Drill Meets, Picnics, etc.
- Transportation to competitions, events, community service, etc.
- Honor Guard and Marksmanship Team equipment.
- Field trip costs not covered by AF funding.

3. These activities will normally take place during school hours.

Memorial Formations – In honor of significant events in our country (9-11, Pearl Harbor Day, etc.), the Cadet Corps normally performs a formal formation flag-raising ceremony. All cadets are expected to attend. All of the staff and students are invited, as well as local veteran’s groups, police officers and firefighters.

Middle School Visits - Normally, 6-8 cadets will visit each feeder middle school once each semester as a recruiting visit through the middle school PE classes. We also support the guidance office during the 8th grade orientation and registration process to present a message on the positive benefits of AFJROTC to the incoming 9th grade students.

Elementary School Visits - We occasionally receive requests to bring cadets and assist with events at an elementary school, such as a field day. This activity provides a positive example of high school students to elementary students, gives the cadets leadership training, and contributes to the cadet's positive self-image.

Unit Picnic - The picnic is normally scheduled in the fall. If at all possible, we try to have this during the school day to promote participation. Cadets have the opportunity to practice their leadership and management skills. The picnic helps improve cadet corps unity and esprit de corps.

Unit Field Day – Field Day is a day of friendly athletic-type competition among the JROTC squadrons. Field Day provides the cadet staff an excellent opportunity to develop their leadership and management skills. Field Day makes a vital and outstanding contribution to cadet corps unity and esprit de corps.

IMPORTANT NOTE: Students who have a cumulative GPA of less than a 2.0 generally may not participate in activities during school other than during their assigned class period.

4. We participate in a number of Field Trips, locations may include:

Kennedy Space Center - Aerospace Science III is based on the study of rockets and space travel. A tour of the Kennedy Space Center and a visit to the education center is an excellent tool for first-hand knowledge of space travel and the science involved.

Military Heritage Museum - Aerospace Science I discusses the history of aviation. This is an excellent opportunity for the cadets to view many of the aircraft they study in class.

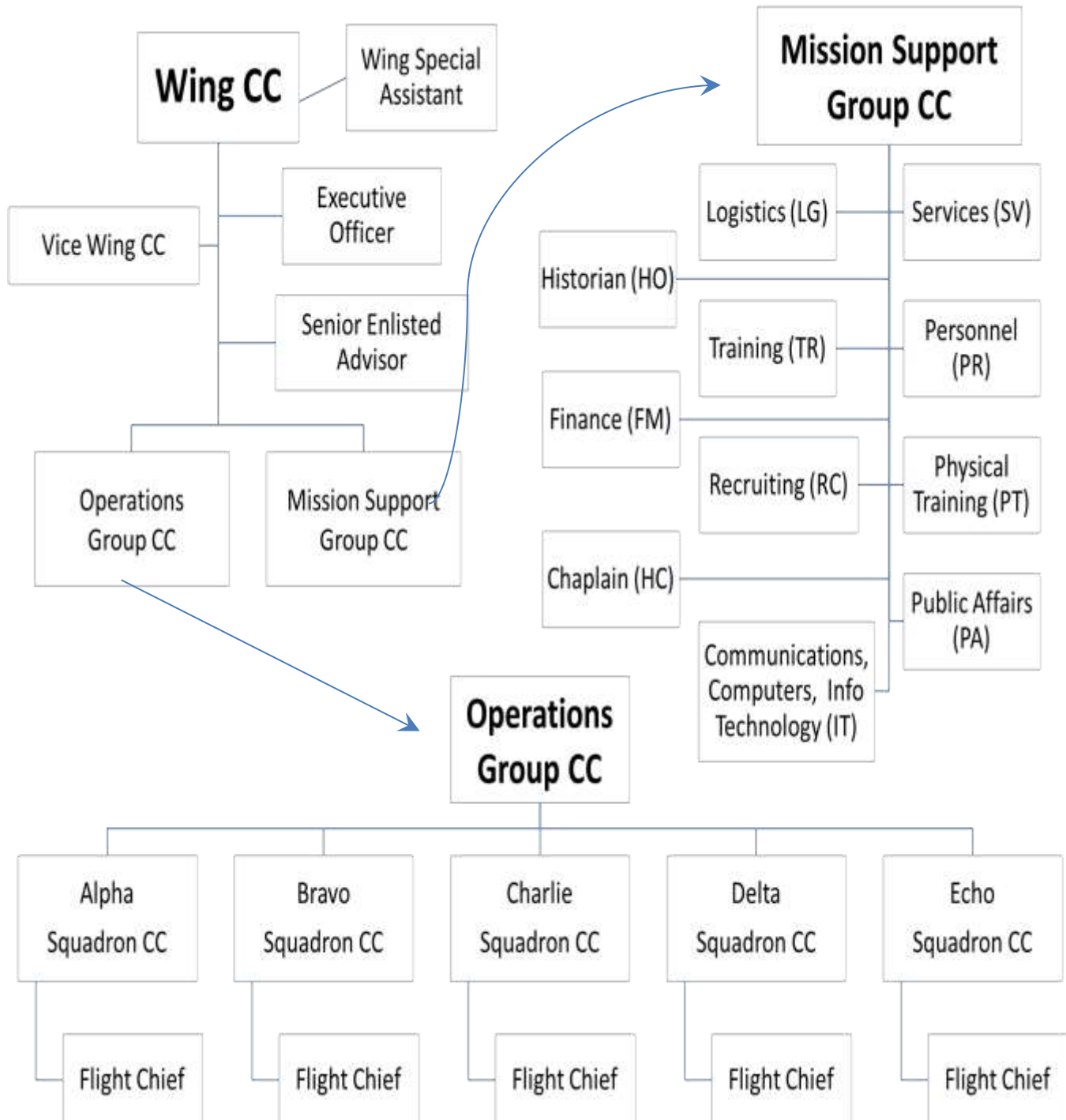
Air Warfare Symposium - We are very fortunate this annual event is conducted here in Central Florida. We are invited to view aerospace manufacturers' exhibits. This is an excellent opportunity for our cadets to see firsthand what is going on in the world of aerospace.

Air Force Base Visits - Visits to Air Force Bases give the cadets a good look at the various jobs that are performed in the Air Force. Also, these visits give the cadet a greater appreciation how much effort is involved in providing for the defense and security of our nation.

5. We conduct an annual Cadet Leadership Course (CLC). CLC normally occurs in June the week after school gets out and is normally conducted at the Florida Sheriff's Youth Ranch north of Deland. The cadets selected to participate in this week-long experience live together in cabins, have their meals together in a dining facility, and are exposed to a large number of challenging tasks and teamwork opportunities. This experience provides cadets a total separation from home life and an opportunity to develop leadership skills.

CHAPTER 11: WING CHAIN OF COMMAND

The positions listed below are filled at the discretion of the SASI and the needs of the cadet corps. Responsibilities for each position can be found in the [Cadet Staff Guide](#), or ask a Flight Chief or Squadron Commander.



CHAPTER 12: CADET PROMOTION SYSTEM

1. Cadet Rank/Grade. Cadet “rank” and cadet “grade” are interchangeable -- they basically mean the same thing. It is the level of promotion a cadet has achieved.

2. Permanent Rank. All cadets in their first year of JROTC enter as an Airman Basic (no stripes). At the end of the first and third marking periods, all eligible cadets will be evaluated for promotion using a [Cadet Performance Evaluation Form](#). If promoted, each cadet’s permanent rank will increase one “grade” (one stripe). For example, if you get promoted both times your first year, you will enter your second year as an Airman First Class (2 stripes).

3. Temporary Rank: Those on the Wing Staff hold temporary positions, thus, they have temporary rank. When someone is no longer on Wing Staff, he/she will revert back to his/her permanent rank. If he/she changes jobs on Wing Staff, he/she will switch to wear the rank of the new Wing Staff position.

4. Step Promotions. A cadet may be appointed to a higher rank on the spot without having to test for it for superior performance as deemed appropriate by the SASI/ASIs. Step promotions occur on **very rare** occasions and only when it is in the best interest of the corps.

5. Promotion Policy. Promotions go to those who have earned it. Cadets **must be eligible** for promotion in order to be promoted. The intent of the promotion system is to reinforce the Dr. Phillips High School Air Force JROTC program and its ideals (mission statement, honor code, core values, etc.).

6. Promotion Eligibility. All cadets are eligible with the following exceptions: those who are on Air Force JROTC Probation, Dr. Phillips High School Suspension (in or out of school), or Academic Probation.

- a. Cadet Enlisted Promotions. In order to be eligible for promotion students must maintain a 80% or better in leadership and academics in AFJROTC, and a cumulative GPA of 2.0 or better. Promotion is at the discretion of the Wing Commander and the SASI/ASIs.
- b. Cadet Officer Promotions. In order to be eligible for promotion students must maintain a 85% or better in leadership and academics in AFJROTC, and a cumulative GPA of 2.5 or better. Promotion is at the discretion of the Wing Commander and the SASI/ASIs.

7. Promotion Knowledge Test (PKT). A PKT exists for each AS-level cadet for each promotion cycle (end of 1st and 3rd marking periods). The PKT is designed to test the basic knowledge each cadet is expected to know for each AS-level cadet. Cadets are expected to know the Cadet Guide very well, including, but not limited to, the AFJROTC mission, the honor code, the Air Force Core Values, FL-881 procedures, proper wear of the uniform, names and ranks of the Wing Staff (the chain of command), customs and courtesies, saluting rules, as well as the “knowledge sheet” of information, and appropriate drill questions.

The sources for promotion test questions are: Cadet Guide, the “Knowledge Sheet”, AFI 36-2903, AFMAN 36-2203, pertinent HQAFJROTC directives or policy letters, and any other FL-881 guidance.

8. Promotion Process (for other than Step Promotions).

- a. A Cadet Performance Report must be accomplished, normally by the cadet’s Flight Chief, with a recommendation of Promote, Needs Improvement or Do Not Promote.
- b. The cadet takes the appropriate AS-level PKT for the appropriate promotion cycle.
- c. A Promotion Order will be published in the “JROTC ALL” Canvas classroom. Once published, new ranks will be handed out by the Squadron Commander in each squadron.

ATTACHMENTS

ATTACHMENT 1: OPEN RANKS INSPECTION

1. FLIGHT, FALL-IN -- (Size the flight):
 - A). RIGHT, FACE
If you are taller than the person in front of you, tap them on the shoulder and take their place.
 - B). RIGHT, FACE
If you are taller than the person in front of you, tap them on the shoulder and take their place.
2. ABOUT, FACE
3. OPEN RANKS, MARCH
4. READY, FRONT
5. COUNT, OFF
 - A). All eyes except for element leaders turn to right on preparatory command COUNT, at command of execution OFF, eyes snap forward and cadets shout position number.
 - B). Check alignment of each element
6. REPORT: Flight Chief will
 - A). Salute
 - B). Sir, ____ Flight ready for inspection.
7. INSPECTION: Flight Chief conducts uniform inspection on each cadet.
8. SECOND and THIRD ELEMENTS, PARADE REST, as required.
9. CLOSE RANKS, MARCH when complete.

ATTACHMENT 2: DRILL TERMS

The following list contains the most frequently used drill terms and a definition of each. All cadets are required to know and be able to explain these drill terms.

- a. **Base Element** -- element on which a movement is planned, regulated, or aligned. Element farthest to the right when in column formation or at the rear of the formation when in line formation.
- b. **Cadence** -- uniform step and rhythm in marching - the number of steps marched per minute.
- c. **Cover** -- alignment of one element member directly behind the element member in front of them while maintaining proper distance.
- d. **Distance** -- prescribed space from the front of one element member to the rear of the element member directly in front of them. The distance between individuals in formation is 40 inches as measured from their chests to the backs of the persons directly in front of them.
- e. **Double time** -- rate of marching 180 steps (30 inches in length) per minute.
- f. **Dress** -- alignment of flight members to the individuals on their immediate right or left.
- g. **Element** -- basic formation; the smallest drill unit comprised of at least 3 cadets, one of whom is designated the element leader.
- h. **File** -- single column of persons placed one behind the other.
- i. **Flank** -- extreme right or left (troops' right or left) side of a formation in line or in column.
- j. **Flight** -- at least two, but not more than four elements.
- k. **Formation** -- arrangement of the units in any prescribed manner.
- l. **In Column** -- arrangement of elements side by side with element leaders at the order of the formation.
- m. **Inverted Column** -- arrangement of elements side by side with element leaders to rear of the formation.
- n. **In Line** -- arrangement of elements one behind the other with the element leaders to the extreme right flank.
- o. **Interval** -- space between individuals placed side by side. Normal interval is an arm's length.
- p. **Inverted Line** -- arrangement of elements one behind the other with the element leaders to the extreme left flank.
- q. **Mark Time** -- marching in place at the rate of 100 to 120 steps per minute.
- r. **Pace** -- step of 24 inches. This is the length of a full step in quick time.
- s. **Quick Time** -- rate of marching at 100 to 120 steps (24, or 12 inches in length) per minute.
- t. **Step** -- prescribed distance measured from heel to heel between the feet of a marching person.
- u. **Half-step** -- pace of 12 inches.
- v. **Preparatory Command** -- drill command which prepares you for the movement to be executed.
- w. **Command of Execution** -- drill command which tells you when to execute the drill movement.
- x. **Detail** -- formation of cadets to serve a specific purpose.
- y. **Squadron** -- unit consisting of two to four flights.

ATTACHMENT 3: DRILL COMMAND SEQUENCES

30 Commands

Student's name: _____ **Squadron:** _____ **Date:** _____

Evaluator: _____

1. Fall-in _____	19. To the rear _____
2. Right face (2X) for sizing _____	20. Column right _____
3. Open ranks _____	21. Forward _____
4. Ready Front (Include count off and inspection) _____	22. Eyes right _____
5. Close ranks _____	23. Ready front _____
6. Present arms _____	24. Column right _____
7. Report into drill area _____	25. Forward _____
8. Order arms _____	26. Change step _____
9. Parade Rest _____	27. Column right _____
10. Tenhut _____	28. Forward _____
11. Left face _____	29. Flight halt _____
12. About face _____	30. Left face _____
13. Forward _____	31. Right step _____
14. Right flank _____	32. Flight halt _____
15. Left flank _____	33. Report out _____
16. Column Right _____	34. Dismissed _____
17. Forward _____	Bearing: Exc _____ Good _____ Fair _____ Poor _____
18. To the rear _____	Correctly called commands Yes _____ No _____
	Called cmds on correct foot Yes _____ No _____

Report In: Cadet _____ requests permission to use the Drill Area, Sir/Ma'am. Then perform an about face and face your flight.

Report Out: Cadet _____ has completed regulation drill and requests permission to leave the Drill Area, Sir/Ma'am. Then perform an about face and face your flight: "Dismissed."

54 Commands

Student's name: _____ Squadron: _____ Date: _____

Evaluator _____

1. Fall-in _____	39. Right flank _____
2. Right face (2X) for sizing _____	40. Column Right _____
3. Open ranks _____	41. Forward _____
4. Ready Front (conduct inspection)	42. Eyes right _____
5. Close ranks _____	43. Ready front _____
6. Right face _____	44. Column right _____
7. Forward _____	45. Forward _____
8. Halt _____	46. Double Time _____
9. Left Face	47. Quick Time _____
10. Present arms _____	48. Halt (5 seconds) _____
11. Report into drill area _____	49. Forward _____
12. Order arms _____	50. To the rear _____
13. Open Ranks _____	51. Halt _____
14. Ready front _____	52. About face _____
15. Close ranks _____	53. Column of Files from the Right... _____
16. Parade Rest _____	54. Halt (5 seconds) _____
17. Tenhut _____	55. Reform columns of _____ to the left
18. Count off _____	56. Forward _____
19. Left face _____	57. Left Flank _____
20. About face _____	58. Flight halt _____
21. Close _____	59. Present Arms _____
22. Extend _____	60. Report Out _____
23. Left face _____	61. Order Arms _____
24. Left step _____	62. Right Face _____
25. Halt (5 seconds) _____	63. Forward _____
26. Right face _____	64. Halt _____
27. Mark time _____	65. Dismissed _____
28. Forward _____	
29. Change step _____	
30. Column right _____	
31. Forward _____	
32. Counter _____	
33. Forward _____	Bearing: Exc _____ Good _____ Fair _____ Poor _____
34. Column Half Left _____	
35. Column Half Left _____	Correctly called commands Yes _____ No _____
36. Column Left _____	
37. Forward _____	Called cmds on correct foot Yes _____ No _____
38. Left flank _____	

Report In: Sir/Ma'am, Cadet/Rank Doe from Dr. Phillips HS reporting in for regulation drill.

Report Out: Sir/Ma'am Cadet/Rank Doe from Dr. Phillips HS has completed regulation drill and requests permission to leave the Drill Area.

ATTACHMENT 4: SAMPLE DISENROLLMENT LETTERS

1st Probation Letter

Cadet XXXX XXXXXXXX,

4 Jan 2017

Dr. Phillips High School
Air Force JROTC Program
6500 Turkey Lake Road, Orlando, Florida 32819 407-355-3218
Dr. Suzanne Knight, Principal Ms. Lakeitha Black, Assistant Principal
Lt Col Richard Proctor, Senior Aerospace Science Instructor

You have been placed on probation due to the following reason(s):

- ☐ 1- Received lower than a B in an AS course ☐ 4- Received an administrative suspension
• 2- Missed one or more events/uniform wear ☐ 5- Disrespect, Behavior issues, Misconduct, etc.
☐ 3- Failed a course due to excessive absences ☐ 6 – Other _____

In order to be a member of the Air Force JROTC Program in good standing, a student must **maintain at least an overall 2.0 GPA, a B or better in all AS courses, and good attendance/behavior records.** He/she must also **attend unit events and properly wear the provided uniform weekly.**

The intention of this letter is to inform both student and parent of the probationary status and to encourage improvement in the specified area. The primary goal of our program is to assure both academic and leadership success.

If your grades, behavior, etc. improve during the next grading period, you will be reinstated as a member in good standing. If you fall out of compliance a second time, you will be put on a final probation contract. Once on a final probation contract, if you fall out of compliance a third time, you will be dismissed.

Please sign below to indicate that you have received this notice, and return it to Lt. Col. Proctor, AFJROTC Senior Aerospace Science Instructor. **It is the responsibility of the JROTC Cadet to return this form within five days.**

I acknowledge that I have received and read the probation letter and understand the expectations of the Air Force JROTC Program.

Student signature *Date*

Parent / Guardian Signature *Date*

Parent cell number

Parent e-mail

Please return to Lt. Col. Proctor in room 4-209 **within 5 days.** Should you have questions please contact him at richard.proctor@ocps.net.

Probation Meeting Letter

Dear Mr/Ms XXXX XXXXXXXXXX,

15 Aug 2017

NOTIFICATION OF MEETING FOR FINAL PROBATION

Dr. Phillips High School

Air Force JROTC Program

6500 Turkey Lake Road, Orlando, Florida 32819 407-355-3218

Dr. Suzanne Knight, Principal **Ms. Lakeitha Black**, Assistant Principal
Lt Col Richard Proctor, Senior Aerospace Science Instructor

1. Your child, Cadet XXXX XXXXXXXX, has used his/her Probationary Period and not followed the guidance given to him/her. In order to remain in Air Force JROTC you and your child will be required to attend an Air Force JROTC review meeting. At this meeting, we will address the requirements to continue in the program for the remainder of your student's time at Dr. Phillips High School.
2. Your meeting has been scheduled for Monday, 28 August 2017 at 7:30 a.m. in room 4-209. Please make sure you and your student are in attendance. Check in at the front office on the South Campus. If for any reason the date and time for the meeting does not work and to acknowledge this letter, please email Lt Col Proctor at richard.proctor@ocps.net.

Sincerely,

Richard Proctor, Lt Col, USAF (ret)
Senior Aerospace Science Instructor

Parent Name

Parent Signature

Date

Cc: Lakeitha Black, Assistant Principal for Air Force JROTC

Final Probation Contract

Dear Cadet XXXX XXXXXXXX,

28 Aug 2017

Dr. Phillips High School
Air Force JROTC Program
6500 Turkey Lake Road, Orlando, Florida 32819 407-355-3218

Dr. Suzanne Knight, Principal **Ms. Lakeitha Black**, Assistant Principal
Lt Col Richard Proctor, Senior Aerospace Science Instructor

FINAL PROBATION CONTRACT

As of today, you have used your allotted Probationary period. You may remain in the Air Force JROTC Program contingent upon the following:

- Maintain a 2.0 overall GPA
- Maintain a “B” or higher in the JROTC classes each nine weeks
- Proper wear of provided uniform
- Attendance at Air Force JROTC Sponsored Events
- Enrolled in required Air Force JROTC class
- Meet attendance requirements per OCPS district policy
- Adhere to the student code of conduct

Should you fall out of compliance of any of the above criteria throughout the remainder of your time in Air Force JROTC at Dr. Phillips High School, you will be dismissed from Air Force JROTC.

I have read and understand the information presented above. I **DO / DO NOT** (circle one) intend to comply with the requirements stated above.

Student Signature Date

Parent Signature Date

Air Force JROTC Instructor Date

DPHS Administrator Date

Withdrawal Letter

Dear Cadet XXXX XXXXXXXX,

15 Sep 2017

Dr. Phillips High School
Air Force JROTC Program
6500 Turkey Lake Road, Orlando, Florida 32819 407-355-3218

Dr. Suzanne Knight, Principal **Ms. Lakeitha Black**, Assistant Principal
Lt Col Richard Proctor, Senior Aerospace Science Instructor

This is official notification that you have not met the requirements for Air Force JROTC and will be withdrawn from the Program.

When we met and signed your contract for your Final Probation Contract you acknowledged that in order to remain in Air Force JROTC you would maintain the requirements of the Air Force JROTC program. You signed with the understanding that you would be withdrawn if you fell out of compliance with the requirements at any given time again. You have fallen out of compliance again and immediate withdrawal is necessary. Please sign below to indicate that you have received this notice. Then have your parent/guardian sign it and return it to Lt Col Proctor, Air Force JROTC Senior Aerospace Science Instructor. **It is the responsibility of the JROTC Cadet to return this form within five days.**

We appreciate your involvement in Air Force JROTC and wish you the best with your high school career.
Sincerely,

Richard D. Proctor, Lt Col, USAF (ret)
Senior Aerospace Science Instructor

Student Acknowledgement

Student Printed Name

Student Signature

Date

Parent Acknowledgement

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

cc: Ms. Lakeitha Black, Assistant Principal for Air Force JROTC

Dr. Phillips High School
Air Force JROTC Program
6500 Turkey Lake Road, Orlando, Florida 32819 407-355-3218

Dr. Suzanne Knight, Principal Ms. Lakeitha Black, Assistant Principal
Lt Col Richard Proctor, Senior Aerospace Science Instructor

Probation Rescinded Letter

Dear Cadet XXXX XXXXXXXX,

15 Sep 2017

Congratulations!! You have met the requirements of your probation for Air Force JROTC and your Probationary status is rescinded. All FL-881 cadet corps restrictions (promotion, Wing Staff, etc.) are removed.

You have made great improvements to your character and to your performance within Air Force JROTC. We expect you to continue to improve yourself, to do good work and to follow the requirements of the Air Force JROTC program.

Please sign below to indicate that you have received this notice. Then have your parent/guardian sign it and return it to Lt Col Proctor, Air Force JROTC Senior Aerospace Science Instructor. **It is the responsibility of the JROTC Cadet to return this form within five days.**

Thank you for showing us your true character!! We appreciate your involvement in Air Force JROTC and look forward to seeing more great things from you.

Sincerely,

Richard D. Proctor, Lt Col, USAF (ret)
Senior Aerospace Science Instructor

Student Acknowledgement

Student Printed Name

Student Signature

Date

Parent Acknowledgement

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

cc: Dr. Suzanne Knight, Principal, Administrator for Air Force JROTC

ATTACHMENT 5: CADET PROMOTION EVALUATION FORM

FL-881 Cadet Promotion Evaluation

* Required

Alpha Squadron Names *

Choose

Bravo Squadron Names *

Choose

Charlie Squadron Names *

Choose

Delta Squadron Names *

Choose

Echo Squadron Names *

Choose

Permanent Rank *

Choose

Squadron *

Choose

Academic Aptitude *

How well does the cadet know the Cadet Guide? How well does the cadet know the Knowledge Sheet information?

	0	1	2	3	
Inefficient. Not using potential. Does not turn in work on time.	0	0	0	0	Efficient. Goes beyond expectations when completing work. Always turns in work on time.

Service to Air Force JROTC *

Relative involvement in Air Force JROTC Unit activities/events and LDR Clubs

	0	1	2	3	4	
Does not participate	0	0	0	0	0	Participates more than average cadet.

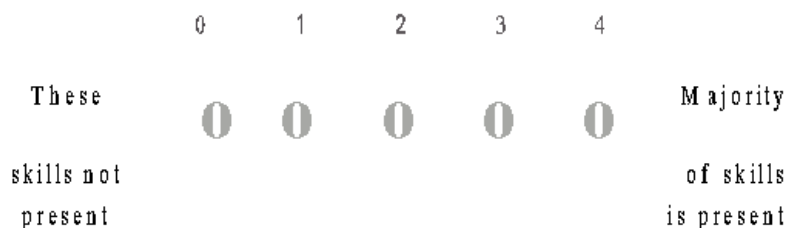
Basic Marching Knowledge *

Drill movements expected to be executed, knowledge of commands, etc.

	0	1	2	3	4	
Poorly executes drill movements; Doesn't know commands	0	0	0	0	0	Executes drill movements with minimal errors; knowledge of commands excellent!

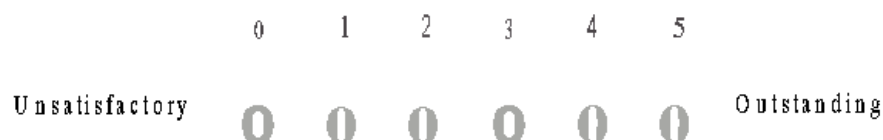
Leadership/Followership/Teamwork Skills *

Cadet shows leadership, teamwork and followership; takes responsibility and shows discipline



Behavior *

Overall conduct in Air Force JROTC class; Not disruptive; shows respect; good attitude



Standards *

Dress and appearance, customs and courtesies (such as saluting and saying ma'am/sir), PT participation (includes dressing out), participation in class, etc.

0 5 pts--Meets Standards

0 0 pts--Does Not Meet Standards

Total Points Received *

Add all points from above and record below

Final Promotion Recommendation

Points Rubric

0 -14 Points: Does not Meet Requirements

15-19 Points: Some requirements met

20-25 Points: Meets Requirement

Promotion Recommendation *

The rubric is a guide, not an inflexible, mandatory rule to follow, but you should have good justification if recommendation doesn't match rubric.

0 Do NOT Recommend

0 Improvement needed

0 Recommend

Comments

Add as needed, especially to justify the recommendation.

Cadet Acknowledgment *

The Cadet being evaluated will INPUT HIS/HER STUDENT NUMBER as acknowledgment of the evaluation. (This does not mean you have to agree with it; it just means you've seen it.)

Flight Chief Confirmation *

Add Flight Chief Evaluator's LAST NAME

SUBMIT

ATTACHMENT 6: GENERAL MILITARY INFO

Important Dates

American Independence Day- July 4, 1776

Battle of Gettysburg- July 1-3, 1863

Year JROTC was authorized- 1916

First Year Females were allowed in JROTC- 1973

Pearl Harbor Attacked- December 7, 1941

D-Day invasion- June 6, 1944

Air Force Founded- September 18, 1947

Flag Day- June 14

Patriot Day- September 11 (Attack on World Trade Center and Pentagon)

Wright Brothers First Flight and Where- December 17, 1903 at Kitty Hawk, NC

Flag Information

Colors: Red: Valor White: Purity Blue: Justice

50 stars on Flag (one for each state)- 4 rows of 5, 5 rows of 6

There are 7 red stripes and 6 white stripes on flag, one for each of 13 original colonies

Reveille marks the start of the military day.

Retreat marks the end of the military day.

Halyard- the rope to raise and lower the flag.

Windward- Facing toward the wind.

Leeward- Facing away from the wind.

AF Flag- Blue, Eagle on top of branch holding olive branch and arrows held in its claws and surrounded by 13, 5- pointed stars.

The US Flag can fly for 24 hours a day, if it is an all-weather flag and it is properly illuminated.

Military Time (24 hour clock)

0100 – 1 a.m.	1300 – 1 p.m.
0200 – 2 a.m.	1400 – 2 p.m.
0300 – 3 a.m.	1500 – 3 p.m.
0400 – 4 a.m.	1600 – 4 p.m.
0500 – 5 a.m.	1700 – 5 p.m.
0600 – 6 a.m.	1800 – 6 p.m.
0700 – 7 a.m.	1900 – 7 p.m.
0800 – 8 a.m.	2000 – 8 p.m.
0900 – 9 a.m.	2100 – 9 p.m.
1000 – 10 a.m.	2200 – 10 p.m.
1100 – 11 a.m.	2300 – 11 p.m.
1200 – Noon	2400 – midnight

USAF Ranks

Officer Ranks

O-1 Second Lieutenant (CGO)
O-2 First Lieutenant (CGO)
O-3 Captain (CGO)
O-4 Major (FGO)
O-5 Lieutenant Colonel (FGO)
O-6 Colonel (FGO)
O-7 Brigadier General
O-8 Major General
O-9 Lieutenant General
O-10 General

CGO: Company Grade Officer
FGO: Field Grade Officer

Enlisted Ranks

E-1 Airman Basic
E-2 Airman
E-3 Airman First Class
E-4 Senior Airman
E-S Staff Sergeant (NCO)
E-6 Technical Sergeant (NCO)
E-7 Master Sergeant (SNCO)
E-8 Senior Master Sergeant (SNCO)
E-9 Chief Master Sergeant (SNCO)

NCO: Non-Commissioned Officer
SNCO: Senior NCO

Phonetic Alphabet

Alpha	November
Bravo	Oscar
Charlie	Papa
Delta	Quebec
Echo	Romeo
Foxtrot	Sierra
Golf	Tango
Hotel	Uniform
India	Victor
Juliet	Whiskey
Kilo	X-ray
Lima	Yankee
Mike	Zulu

NOTE: Refer to the [FL-881 Knowledge Sheet](#) (published separately) for more information about Air Force JROTC information you need to know.

Military Aircraft Identifiers

A -- Attack/Assault	I -- Interceptor	S -- Surveillance
B -- Bomber	KC -- Tanker/Cargo	T -- Training
C -- Cargo	M -- Maritime	U -- Utility and Unmanned
E -- Electronic	O -- Observation	V -- Short/Vertical Takeoff
F -- Fighter	P -- Pursuit	X -- Experimental
H -- Helicopter	R -- Reconnaissance	

ATTACHMENT 7: ACTIVE DUTY MILITARY RANK INSIGNIA

RANK INSIGNIA OF THE U.S. ARMED FORCES										
OFFICERS										
0-1	0-2	0-3	0-4	0-5	0-6	0-7	0-8	0-9	0-10	SPECIAL
ARMY - AIR FORCE - MARINES										
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)
NAVY - COAST GUARD										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADML)	Rear Admiral Upper Half (RADML)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)
W-1	W-2	W-3	W-4	W-5						
ARMY										
Warrant Officer (WO1)	Chief Warrant Officer (CW2)	Chief Warrant Officer (CW3)	Chief Warrant Officer (CW4)	Chief Warrant Officer (CW5)						
NAVY - COAST GUARD										
Warrant Officer 1 W-1 * The grade of Warrant Officer W-1 is no longer in use.				NO Chief Warrant Officer (CW05)						
	Chief Warrant Officer (CW02)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW04)							
MARINES										
Warrant Officer (WO)	Chief Warrant Officer (CW02)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW04)	Chief Warrant Officer (CW05)						
AIR FORCE										
NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT						

RANK INSIGNIA OF THE U.S. ARMED FORCES

ENLISTED

E-1

E-2

E-3

E-4

E-5

E-6

E-7

E-8

E-9

SENIOR
ENLISTED
ADVISORS

ARMY

no insignia			 Corporal (CPL) 				 	 			
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Specialist (SPC)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SGM)	Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)

MARINES

no insignia											
Private (Pvt)	Private First (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	Master Sergeant (MSgt)	First Sergeant (1stSgt)	Master Gunnery Sergeant (MGySgt)	Sergeant Major (SgtMaj)	Sergeant Major of the Marine Corps (SgtMajMC)

AIR FORCE

no insignia													
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Sergeant (E-9)	Command Chief Master Sergeant (CCM)	Chief Master Sergeant of the Air Force (CMSAF)

NAVY

no insignia											
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Force or Fleet Command Master Chief Petty Officer (FORMC) (FLTMC)	Master Chief Petty Officer of the Navy (MCPON)	

COAST GUARD

										
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Command Master Chief (CMC)	Master Chief Petty Officer of the Coast Guard (MCP0-CG)

HIGH FLIGHT

By John Gillespie Magee, Jr.

Oh, I have slipped the surly bonds of earth
And danced the skies on laughter-silvered wings;
Sunward I've climbed, and joined the tumbling mirth
Of sun-split clouds - and done a hundred things
You have not dreamed of - wheeled and soared and swung
High in the sunlit silence. Hov'ring there,
I've chased the shouting wind along, and flung
My eager craft through footless halls of air.
Up, up the long, delirious, burning blue
I've topped the windswept heights with easy grace
Where never lark, or even eagle flew.
And, while with silent, lifting mind I've trod
The high untrespassed sanctity of space,
Put out my hand, and touched the face of God.

THE CADET'S CREED

I am an Air Force Junior ROTC Cadet
I am connected and faithful to every Corps of Cadets who serve their
community and nation with patriotism.
I earn respect when I uphold the Core Values of Integrity First, Service
Before Self, and Excellence in All We Do.
I will always conduct myself to bring credit to my family, school,
Corps of Cadets, community, and to myself.
My character defines me. I will not lie, cheat, or steal. I am accountable
for my actions and deeds.
I will hold others accountable for their actions as well.
I will honor those I serve with, those who have gone before me, and
those who will come after me.
I am a Patriot, a Leader, and a Wingman devoted to those I follow,
serve, and lead.
I am an Air Force Junior ROTC Cadet.

PANTHER PRIDE



DR. PHILLIPS HS